

# Neutral Chair's Report for Master's Thesis Defence

**Programs:** Please populate all of the student, defence, and committee member information for the neutral chair and click Submit.

**Neutral chairs:** You can complete this form during/after the defence and click Submit and then Approve OR you can print the PDF form and complete that at the exam.

**This is a retake defence. \***

Yes

No

**Student Name \***

First Name

Last Name

**Student Number \***

**Degree \***

**Program \***

**Program Stream/Theme**

**MFA Stream**

**Program Assistant's Email \***

**Date of Defence \***

Month   Day   Year

**Start Time of Defence \***

Hours   Minutes

**Location of Defence \***

**Thesis Title \***

**Neutral Chair's Name \***

First Name   Last Name

**Neutral Chair's Email \***

**Supervisor Name \***

First Name   Last Name

**Co-Supervisor Name**

First Name   Last Name

**External Examiner Name**

First Name   Last Name

**University Examiner Name \***

First Name                      Last Name

**Supervisory Committee Member 1 Name \***

First Name                      Last Name

**Supervisory Committee Member 2 Name \***

First Name                      Last Name

**Supervisory Committee Member 3 Name**

First Name                      Last Name

**Supervisory Committee Member 4 Name**

First Name                      Last Name

**Supervisory Committee Member 5 Name**

First Name                      Last Name

**Are you the neutral chair? \***

- Yes
- No

All contents of this form are to be completed by the Neutral Chair and submitted directly to the College of Graduate Studies within two business days of the examination date.

## Committee Recommendation - Final Defence Outcomes

### On Thesis

Pass with no revisions	Pass with minor revisions	Pass with substantive revisions	Fail	Failure to Reach Unanimous Decision
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### On Oral Defence

Pass	Fail	Failure to Reach Unanimous Decision
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Thesis "Pass" definitions:

**No Revisions:** A decision in this category deems the thesis acceptable in its present form.

**Minor Revisions:** A decision of minor revisions deems the thesis acceptable with minor modifications, such as correction of typographical or grammatical errors, minor editorial revisions of style or expression, and/or minor additions for clarification.

**Substantive Revisions:** A decision in this category indicates the thesis is not acceptable in its present form, but could be acceptable with substantial modifications, such as rewriting a chapter, reinterpretation of data, additional analysis, correction to calculations, or additional minor research to attain acceptable standards of coherence, integrity, and accuracy in argument and presentation.

# Record of Defence

## First Round of Votes - On Thesis

	Pass with no revisions	Pass with minor revisions	Pass with substantive revisions	Fail	Failure to reach unanimous decision
Total # of votes					

## Final Round of Votes - On Thesis

	Pass with no revisions	Pass with minor revisions	Pass with substantive revisions	Fail	Failure to reach unanimous decision
Outcome					

## First Round of Votes - On Oral Defence

	Pass	Fail	Failure to Reach Unanimous Decision
Total # of votes			

## Final Round of Votes - On Oral Defence

	Pass	Fail	Failure to Reach Unanimous Decision
Outcome			

*If used, paper ballots can be destroyed.*

## What was the length of the student's presentation?

Hour   Minutes

## What was the total length of the defence from start to finish?

Hour   Minutes

**How many rounds of questions were there in the deliberation?**

**Give a brief overview of the revisions. Were there any contentious issues to address during the defence? Did the defence start on time? Were there any technology issues? Please indicate if the thesis requires: 1) Minor revisions (typos/grammar/slight modifications to the dissertation) 2) Substantive revisions (state what revisions are required - i.e. rewriting a chapter, a correction to calculation or additional reinterpretation of data in research)**

**As the Neutral Chair of the examining committee, I certify that the committee has examined this defence, came to the recommendations noted in "Committee Recommendation - Final Defence Outcomes" and elaborated in "Record of Defence," and recommend the above outcomes of this examination to the Dean of the College of Graduate Studies.**

I certify

Form submission options:

- Complete and submit the form electronically at or after the exam.
- Print the form, complete it at the exam, and scan and email it to the College of Graduate Studies at [gradtheses.ok@ubc.ca](mailto:gradtheses.ok@ubc.ca) after the exam.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Questions about the collection of this information may be directed to [gradadmin.ubco@ubc.ca](mailto:gradadmin.ubco@ubc.ca).

# MASTER'S THESIS DEFENCE OUTCOME FLOWCHART

