

# **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 *		

Start Time of	Defence *	
Hours Minutes		
Location of De	efence *	
Thesis Title *		
Neutral Chair's	s Name *	
First Name	Last Name	
Neutral Chair's	s Email *	
Supervisor Name *		
First Name	Last Name	
Co-Supervisor Name		
First Name	Last Name	
External Examiner Name		
First Name	Last Name	

Date of Defence \*

Month Day Year

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 minor revisions Pass with minor revisions Pass with substantive Fail Unanimous revisions Decision

#### **On Oral Defence**

Pass Fail Unanimous
Decision

#### 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.

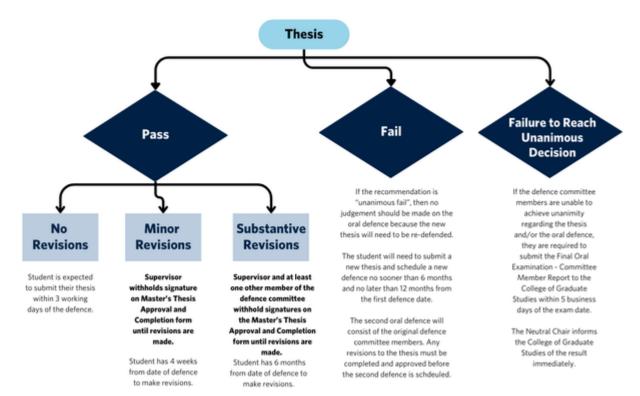
I certify

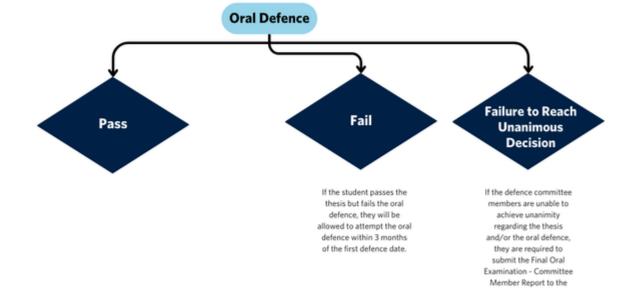
Form submission options:

- 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 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.

## MASTER'S THESIS DEFENCE OUTCOME FLOWCHART





College of Graduate Studies within 5 business days of the defence date. The Neutral Chair informs the College of Graduate Studies of the result immediately.