



Mechanical Engineering

PhD Graduate Milestone Examination (GME) Request Form 1

Please consult the Graduate Program in Mechanical Engineering (MEGP) Guidelines for the GME before completing this form.

THIS FORM MUST BE SUBMITTED BY THE STUDENT TO THE MEGP COORDINATOR WITH ALL SIGNATURES 45 BUSINESS DAYS IN ADVANCE OF THE EXAM

Student's Name: _____

Student Number: _____ Student's Start Date: _____

Supervisor Names: _____
(In case of joint supervision, please provide names of all co-supervisors.)

Research Project Title: _____

Date of GME: _____ Time of GME: _____

Location of Oral Exam: _____

Graduate program coordinator (GPS) must notify the student and the GME committee members of the date, time, and location of GME, no later than 20 business days prior to the GME date.

Prerequisites of GME

Please confirm that all requirements below have been met:

- PhD Supervisory Committee is established (recommended in the first term of studies),
- Dissertation Proposal Forms TD1 and ME TD1 have been submitted to the MEGP Coordinator,
- At least one annual meeting with the Supervisory Committee has been held at the end of the first year of PhD (2 meetings for Direct PhD students, one each year) (one committee meeting can be skipped if the GME is going to be held on months 12 (PhD) or 24 (Direct PhD)),
- MEGP not-for-credit courses MECH 9002, MECH 6000, and ENG 6000 have been passed as per program requirements
- Two (2) and three (3) for-credit graduate courses have been passed for PhD and Direct PhD students, respectively, with at least one (for PhD) and two (for Direct PhD) MECH core course(s).

Comments:

GME Committee

The GME Committee shall be formed by the supervisor(s), in consultation with the supervisory committee and the Graduate Program Director (GPD), at least 45 business days before the proposed date for the exam

The GME Committee shall consist of at least three voting members and a non-voting Chair, as follows:

a) One (1) faculty member acting as the Chair, from the Lassonde School of Engineering (must be outside the Mechanical Engineering Department), who is not part of the Supervisory Committee and is at arm's length from the PhD dissertation. The Chair can ask optional questions, mostly high level on research motivation and application, but has no vote. In case of a tie in the vote of GME Committee (see the outcomes section), the chair will have a tie-breaking vote.

b) One (1) faculty member acting as the Examiner, from York University (can be from the Mechanical Engineering Department), who is familiar with the research area, but is not serving on the student's Supervisory Committee. This member will examine the student's fundamental knowledge in Mechanical Engineering (or field(s) related to PhD research) and should have knowledge about the area of dissertation (e. g., fluid mechanics for microfluidics research, materials science for multifunctional polymers). The Examiner has one (1) vote.

c) At least two (2) faculty members from the Supervisory Committee to examine the student's fundamental knowledge and the proposed research. At least one non-supervisor member from the Supervisory Committee should serve, who will have one (1) vote. If the student is co-supervised by two faculty members who are both serving on the GME Committee, they will each have half (0.5) a vote on the examination committee. A single supervisor serving on the GME Committee will have one (1) vote.

Chair of the GME Committee (Non-Voting):

Name: _____ Title/Position: _____

Affiliation: _____ Email: _____

Date: _____ Signature: _____

Examiner of the GME Committee (Voting):

Name: _____ Title/Position: _____

Affiliation: _____ Email: _____

Date: _____ Signature: _____

Supervisory Committee Member serving on the GME Committee (Voting):

Name: _____ Title/Position: _____

Affiliation: _____ Email: _____

Date: _____ Signature: _____

Supervisor(s) serving on the Milestone Examination Committee (Voting):

Name: _____ Title/Position: _____

Affiliation: _____ Email: _____

Date: _____ Signature: _____

Other members of GME Committee with justification:

Fundamental knowledge topics in the research discipline that the student will be examined on (this must be communicated by the GME Committee members to the student):

1:

2:

GME Requirements

Please confirm that all requirements below have been met:

PhD Dissertation research Proposal has been submitted to the GME Committee and the GPC 15 days prior to the date of examination.

In consultations between the GME Committee chair, the supervisor(s), and the student,

- the presentation session by the student will be* private public
- the oral qualifying examination session will be private public

*** A private presentation session must be justified by special circumstances such as an academic accommodation or thesis embargo**

Student Name and Signature: _____ Date: _____

Supervisor(s) Name and Signature: _____ Date: _____

GPD Name and Signature: _____ Date: _____