

MECHANICAL ENGINEERING Oral Examination Chair Responsibilities

Thank you for agreeing to chair an oral examination for our graduate student in Mechanical Engineering. Below is an outline of the examination process and the role of the exam chair during the oral exam.

Role of the Exam Chair

The role of the chair will vary depending for the Comprehensive exam compared to the Final Oral exam.

Comprehensive Exam: <https://lassonde.yorku.ca/mech/academics/forms-policies-and-guidelines/>

- 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 the GME Committee (see the outcomes section), the chair will have a tie-breaking vote.

Oral Exam: <https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/fgs-forms/#oral-exam>

- The Chair of the examining committee shall be chosen from among the voting members. Members of the student's thesis supervisory committee may be members of the examining committee, but the principal supervisor may not serve as the Chair of the examining committee. These are minimum requirements with respect to the composition of and quorum for thesis examining committees. Individual graduate programs may include one additional voting member on examining committees, in accordance with program requirements and procedures.

Responsibilities of the Exam Chair

As chair for the exam, you will be responsible for the following:

1. Introduce the student to the public audience.
2. Ensure that the public presentation is on time (approx. 20-25 minutes)
3. Moderate the Q and A from the audience at the end of the presentation.
4. You may ask the student if they need water or a short break before moving onto the closed-door oral exam.

After the public talk and Q and A, please ask all attendees to leave the room as the 2nd part of the exam is a closed-door exam. Only the student and committee members are present for the oral examination.

During the oral exam you are responsible for:

1. Managing the questions from the committee members. Typically, each member will ask questions for about 15 to 20 minutes
2. You will also establish with the committee the number of rounds of questions the committee would like to ask (typically 2 rounds but the committee can ask for more)
3. You may ask questions as well if you would like as chair, but you don't have to

After each round you may want to ask the student and committee if they need a break between examination rounds

After the examination rounds are complete:

1. You will ask the student to leave the room so the committee can discuss the results of the exam
2. Ask the committee to vote on the exam
3. Once a consensus has been reached then you can inform the student of the outcome of the exam
4. Submit the exam report with the outcome of the exam

Hopefully, this provides sufficient information on the exam process in Mechanical. This process is detailed under the "milestone exam" section on our website:

<https://lassonde.yorku.ca/mech/academics/forms-policies-and-guidelines/>

The examination process for oral examinations is provided by the Faculty of Graduate Studies. Please refer to the Oral Exam section for details on the oral examination process:

<https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/>