**Instructions for the Chair at the Master’s Thesis Defence**

1) Review the Chair Report, Grade Report and instructions listed below

2) Agree ahead of time with the rest of the examiners on the duration of questioning for the student

3) Announce the meeting has been called for the public examination of {Student Name} for the Master’s thesis

4) Ask the student to present a synopsis of the thesis

5) Enforce the following rules while the student is presenting:
   - The student may speak from notes and use audiovisual equipment but must not read the synopsis
   - The presentation should be between 20 - 30 minutes in length
   - The student should not be interrupted during their presentation

6) Ask each member of the Examination committee to question the student in the order listed below:
   - The External Examiner should go first
   - The research supervisor should go last
   - The chair is responsible for managing the time

7) Ask the audience if they have any questions

8) Ask the Committee if they have any further questions

9) Ask the student to address and/or clarify any points that were not covered in previous questioning

10) After questioning is over, tell the student and anyone not on the Examination Committee to leave the room

11) Call for a discussion – the Examination Committee is asked to make a recommendation with respect to the following:
   - Student’s performance in their oral presentation
   - Student’s response to the questions
   - Student’s written thesis

12) Call the student back into the room and tell them their grade and if they passed or failed in the presence of the Examination Committee

13) Sign the Master’s Thesis Approval Form provided by the student – only the supervisor should not sign at this time

14) After the Defence is over, the Chair completes the Chair Report and Grade Report and emails them to gpndirector.neuroscience@ubc.ca and ubc.neuroscience@ubc.ca