

BME598 Technical Project Oral Examination

(December 2022)

Information for Students

1. Read the Faculty of Graduate Studies' [oral exam guidelines](#).
2. Meet with your supervisor to set a day, time, and location for your oral examination. When selecting a date for your oral examination, plan for a minimum of 5 business days following your exam to complete **corrections**. If this is your final term, the last day to submit your final report and other documents is April 30 (spring term), August 31 (summer term), and the last working day in December* (fall term).

**Note: The University is closed between Christmas Day and New Year's Day.*

3. Complete page 1 of the [Checklist of Non-thesis Oral Examinations](#) and submit to the [BME Program Coordinator](#) at least 15 business days (not including weekends and statutory holidays) before the examination.
4. If this is your final term: Complete the Application to Graduate through Online tools. Please note that you will need a credit card to pay the [graduation application fee](#).
5. Please send the following to the BME Program Coordinator:
 - a. Date/time/location of oral examination
 - b. Technical report: Once your report has been approved by your supervisor, send it to your supervisory committee and to the BME Program Coordinator. Your supervisor is responsible for sending your report to the examination chair.
6. The oral examination will normally be open to the public unless confidentiality arrangements are in place for your project.
7. After the oral examination, make necessary revisions to your project/report and receive approval from your supervisor.
8. Submit revised report to the BME Program Coordinator.

Information for Supervisors

1. Nominate a chair for the oral examination.
2. Send a copy of the report to the chair.
3. Schedule oral examination. The supervisor will schedule the day, time, and location of the oral examination in coordination with the student and the examining committee.
4. Book a room or set up a Zoom call for the oral examination.