

Master of Engineering (MEng) Presentation Scheduling Request Form

Student Name:			
Student ID:			
Project Supervisor(s):			
Project Title:			
faculty, staff, or students affiliated with participants and ensure that research is	mans, whether funded or not, conducted v the university must be reviewed and appr conducted in an ethical manner. No resea proval of the Research Ethics Board (REB	oved to pr	otect research
Does your research involve any human participation? Did you obtain all the required approvals from the Research Ethics Board?			No
			No
Did you obtain confirmation that all co	ommittee members are available and wil	l attend t	his exam?
,		Yes	No
Oral Presentation Committee			
An MEng project presentation committee	ee is composed of a minimum of three (3)	members:	Α
presentation Chair, the student's Super	visor(s) and at least one (1) Aerospace fo	culty men	nber.
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Chair	 Department		
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Member	Department		·····
Member	Department		
Member	 Department		
External Member (optional)*	Affiliated University/Co.	mpany	
*Please complete this section for any E	xternal Member in the Oral Examining Con	nmittee:	
Name:			· · · · · · · · · · · · · · · · · · ·
Position:			
Address:			
Phone Number:	E-mail:		

Presentation Details

Examination Date:DD/MM/YYYY	Time:	a.m./p.m. ² Room :	
Student Signature		Date	
Supervisor's Signature		Date	
Program Director's Signature		Date	

- 1. If any multimedia presentation equipment is required for the examination students are responsible in making advance booking arrangements with the Media Services office located in room KHE227, e-mail avhelp@torontomu.ca or 416-979-5000 ext. 554444.
- 2. Room will be booked by the graduate program office. If the presentation is virtual (e.g., via Zoom) please indicate 'virtual'. If virtual the presentation Chair will book the meeting and will send the invitation to the examination committee, supervisor(s) and student.
- Students have the option of pre-recording a video of their presentation and sharing it with their committee prior to their scheduled oral presentation. Please discuss this option with your supervisor and presentation Chair.

Note: As per the Faculty Handbook, the responsibilities of the *Faculty Advisor and Members of the Supervisory Committee* include: 'Knowing the program and university regulations and standards for a dissertation, thesis or major project, and ensuring that the Graduate Student is aware of them. The dissertation, thesis or major project must be of an acceptable standard prior to submission to the Examining Committee; if the members of the Supervisory Committee believe that it is not ready for submission, or will not be ready within a particular time, the Graduate Student, the Program Director, and the Dean of Graduate Studies must be informed of the reasons in writing'. If the student chooses to proceed against the recommendation of his/her supervisor or supervisory committee, the Program Director, School of Graduate Studies Dean and the student must be informed in writing that the supervisor or supervisory committee considers it not ready for defense.