**Completion of Master’s Thesis Procedure:**

1. Student submits thesis to supervisory committee and has the *“MSc thesis supervisory committee approval of thesis for defense*” (on website) form signed or an email approval by committee and supervisor submitted to graduate program coordinator **two weeks before the defense** can occur. This is not a separate meeting. Students can get form signed individually by committee members or forward an email approval from committee member to program coordinator.
2. Student confers with supervisor to choose examination committee, consisting of:

Chair, (usually the program Director, if he is available – must confirm this with him/her) – passive examiner

Committee members (at least one must be present) – examines

Supervisor (is present, and can examine, but does not vote)

Examination: 15-20 minute presentation of thesis material by student. Questioning by examiners – may be either one or two rounds of questions.

Student notifies the graduate program coordinator of the examination chair, examination committee, date, time, location and thesis title. **This is mandatory.**

1. Room bookings can be arranged through the Genome Sciences Centre (GSC) or the student’s supervisor’s home department. Two weeks notification is required for the thesis defense information, to allow university wide notification. MSc. defense examinations are public, so if you would like someone to be at your defense, please invite them to watch the proceedings, making sure they are there before the exam starts, as late comers will not be allowed in.

1. Exit seminars are mandatory and are to be done in advance of the thesis examination. – **two weeks** prior notice to the graduate program coordinator is required. Seminar can be done in home department or GSC. Seminar is open to public and the university.
2. Student is required to give not only his committee and supervisory a copy of the final thesis that is to be defended, but must supply the Chair of the examining committee with a **hard copy** of their thesis, at least one week before the defense.
3. Examination form/grade sheet will be prepared for Chair by the graduate program coordinator. Grade (%) will be entered into the SISC system.
4. Student must give a copy of the Master’s thesis approval form: <https://www.grad.ubc.ca/forms/masters-thesis-approval> to the graduate program coordinator. This form must be signed off before a completion memo can be sent to G+PS indicating the student has completed all their requirements to graduate.
5. Graduate program coordinator sends memo to G+PS indicating that student has completed all the requirements for completion of MSc. and indicating that a grade has been given.
6. Upon successful completion, the student is reminded to apply to graduate (deadlines for application to graduate are the student’s responsibility).