



MSc Thesis Oral Defense and Graduation Planning Tool

Graduate Student Deadline Centre: <https://www.grad.ubc.ca/deadlines>

Set Type = Deadline; Deadline Type = Graduation

Look for "Last day for G+PS approval of final master's theses for (May/November) graduation" or "for (April 30/August 31/December 31) end date.

The deadline for graduation must be met in order for you to be included in the associated convocation ceremony.

The deadline for program completion must be met in order to avoid having to register in the following term and pay further tuition.

Plan your Defense

Deadline or Timeline	Action	Details
As soon as possible	Apply for graduation	Apply for graduation through the Student Service Centre You must apply for graduation, and there is no recourse if you miss this deadline. If you have any chance of graduating in the next period, please apply.
During your second year	Attend a defense	Students often find it very helpful to attend the defense of a lab colleague or WACH student. Look for announcements in the WACH Weekly Digest.
4-6 months prior to desired defense date	Hold supervisory committee meeting	Make sure that your supervisor is aware of and supportive of your defense timeline. Your supervisor will have additional advice about busy periods, discipline-specific concerns, etc. Hold a final supervisory committee meeting to receive approval to write your thesis, and establish the examining committee.



Following supervisory committee meeting	Request approval for External Examiner	Submit the suggested External Examiner to the WACH Program for approval. Following approval, you and/or your supervisor may invite this examiner to participate.
<p>Recommended: 3 months prior to defense date</p> <p>1 month for supervisor 2 weeks for revisions - 1 month for supervisory committee 2 weeks revisions</p>	Thesis review and revisions	<p>Your supervisor must review the full thesis before it is sent to your supervisory committee.</p> <p>These are the recommended minimums to allow for thorough review of your thesis, and for you to incorporate the requested revisions.</p> <p>It is best to notify your supervisory committee members of the expected timeframe for this request (give them a head's up).</p>
Following final revisions	MSc Thesis Approval for Examination	Complete form with at least 3 signatures and submit to WACH Program.
Following MSc Thesis Approval for Examination, as soon as possible	Schedule defense	<p>The WACH program can help facilitate scheduling the defense, room booking, calendar invite, and reminders.</p> <p>We will also send an announcement to students, who may wish to attend your defense in preparation for their own.</p>
Recommended: 2-4 weeks prior to defense	Send thesis to External Examiner	
Prior to defense	Exit seminar/additional practice	Schedule your exit seminar at any UBC or research institute seminar series prior to your defense, so that you can practice.



Submit your Thesis

Deadline or Timeline	Action	Details
Your defense date!	MSc oral defense	Chair submits MSc Defense Report to WACH program.
As soon as possible	Final revisions	Complete final revisions to thesis, as requested by examining committee. This may take a day, or up to two weeks.
At least 1 week prior to thesis approval deadline	G+PS approval of final thesis & Submission of thesis to ciRcle , UBC Library's Information Repository	Submit cover sheet and approval form to wach.program@ubc.ca Required prior to ciRcle account activation. Detailed instructions for ciRcle account set up and thesis submission. Thesis must be submitted and approved by 4pm on the deadline date. Please expect at least 3-5 business days between submission and approval. You may be asked to revise your formatting.
WACH program will arrange	Exit interview	Meet with Program Co-Director to provide feedback on your experience in the WACH program.

Resources

Guide to thesis structure: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>

Thesis formatting requirements: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/formatting-requirements>