



## MASTER'S THESIS CHECKLIST - PROCEDURES

### Annual Planning

#### Over First and Second Year

- Coursework completed
- Thesis topic determined
- Supervisory Committee established
- Research underway towards completion
- Supervisory Committee meeting (s)

### Thesis

- Thesis proposal developed and shared with Supervisory Committee
- [Masters Approval of Thesis Proposal](#) signed by Supervisory Committee and student, and submitted to Education

### Research Ethics

Before you apply for ethics:

- Register with RISE <http://www.rise.ubc.ca/>
- Complete the Research Ethics Tutorial (TCPS2: *Ethical Conduct for Research Involving Humans*)\*
- Read the [Guidance Notes](#) before you complete the online ethics application form
- Check out [how to start a Human Ethics Application in RISE](#)

\* To access the tutorial please click on the following links: [English version](#), [French version](#). Queries? Email Dr Kirsten Bell, consultant Research Ethics Analyst, UBC Office of Research Ethics ([kirsten.bell@ors.ubc.ca](mailto:kirsten.bell@ors.ubc.ca)).

Apply for ethics:

- Ethics Application Submitted
- Certificate Number Approval

### Preparing and Formatting Thesis

Please refer to the following websites for information on preparing and formatting the thesis:

- [Formatting Requirements](#)
- [Thesis Basics](#)
- [Structure and Format](#)
- Additional [resources](#)

#### Certificate Numbers in Thesis

The numbers of the UBC Research Ethics Board's Certificates of Approval for all research reported in your thesis must be listed in the Preface.

#### Personal Information

The final copy of your thesis must be free of all personal information as defined in the Privacy Act. Signatures are considered to be personal information, and must be removed from the final copy of the thesis.



## Defence

### Responsibilities and Procedures

Dry Run/ Mock Defence is suggested for practice. Before the actual defence, do at least one dry run in front of trusted friends or colleagues who can give you honest and helpful comments.

### Thesis Defence Composition

The Masters Defence Committee includes:

- the Supervisor.
- all Supervisory committee members .
- one University Examiner who is external to the student’s home unit or program and who fits criteria outlined in **C.3.2.3 in CoGS Handbook**.

The examination will not proceed without all members of the Examination Committee in attendance.

The examination is chaired by a neutral member, normally from outside the student’s graduate program, and is **appointed** by the Graduate Program Coordinator (see **D. 3.1 in CoGS Handbook**).

### Master’s Thesis Scheduling Timeline for Graduation

#### *FEBRUARY GRADUATION DEADLINE DATE*

Last date for submission of documents/thesis to initiate a defence	Last date for the defence	Last date for submission of final documents/thesis for formatting review	Final Thesis approved by Grad Studies
NOVEMBER 6th	DECEMBER 11th	JANUARY 12th	JANUARY 23rd

#### *MAY GRADUATION DEADLINE DATE*

Last day for submission of documents/thesis to initiate a defence	Last date for the defence	Last date for submission of final documents/thesis for formatting review	Final Thesis approved by Grad Studies
FEBRUARY 13th	MARCH 20th	APRIL 3rd	APRIL 17th

#### *SEPTEMBER GRADUATION DEADLINE DATE*

Last day for submission of documents/thesis to initiate a defence	Last date for the defence	Last date for submission of final documents/thesis for formatting review	Final Thesis approved by Grad Studies
JUNE 12th	JULY 21st	AUGUST 11th	AUGUST 21st

#### *NOVEMBER GRADUATION DEADLINE DATE*

Last day for submission of documents/thesis to initiate a defence	Last date for the defence	Last date for submission of final documents/thesis for formatting review	Final Thesis approved by Grad Studies
AUGUST 13th	SEPTEMBER 18th	OCTOBER 9th	OCTOBER 22nd

See: <http://gradstudies.ok.ubc.ca/current-students/thesis-dissertation-info/masters-scheduling-timeline-graduation.html>



## Initiating the Master's Thesis Oral Examination

The Master's Thesis Oral examination process is initiated once the student has been deemed by both their Supervisor and their committee, as ready to proceed to defense. It is the responsibility of the Supervisor to recommend all examining committee members, including the University Examiner, to the Graduate Program Coordinator for approval and to conform to the timelines and processes established in Part II Master's Thesis and Thesis Examination Administrative Processes ([see page 28 of CoGS Handbook](#)). **Under no circumstances are students permitted to make arrangements for an examination.**

**Supervisor Responsibilities** once thesis meets minimum standard:

- Complete the official **Notice of Master's Thesis Oral Examination form**, indicating the title of the thesis, the three potential dates and times of the examination, the names of the recommended examiners, including the University Examiner, and confirming that the candidate has completed all program requirements. The form must be endorsed by the Graduate Program Coordinator, and submitted to the College of Graduate Studies office at **least four weeks prior** to the proposed date of the examination in order to schedule the room.
- The membership of the examination committee must be approved by the Dean of the College of Graduate Studies. Please note that no changes can be made to the examination committee of an approved CoGS examination without the consent of the Dean of the College of Graduate Studies.
- Send **electronic copy** of the final thesis to [gradtheses.ok@ubc.ca](mailto:gradtheses.ok@ubc.ca).
- Send **Master's Thesis Oral Examination Announcement form** to CoGS (leave the date, time & location blank for CoGS to complete once exam has been scheduled).
- Send **electronic copy** of thesis to all committee members, University Examiner and Neutral Chair 4-6 weeks prior to defence (paper copy if requested).
- Download Neutral Chair's forms and ballots below from CoGS website and send filled in forms and voting ballots to Neutral Chair prior to exam:
  - A. **Final Master's Thesis Oral Examination – Neutral Chair's Report form**
  - B. **Master's Thesis Approval and Program Completion form**
  - C. **Voting Ballot forms**

## Examination Teleconference-Videoconference

Normally, if they are unable to be at the examination in person, the University Examiner is allowed to either teleconference or videoconference; if an additional examiner wishes to teleconference/videoconference for the same examination, approval of the Dean of the College of Graduate Studies is required. However, it is best if all examiners are able to attend the defense in person and the Supervisor **must** be present in person at the examination. Also, please note that teleconferencing and videoconferencing cannot both be used for the same examination, since the examiners will be unable to hear each other. Telephone backup must be available for all videoconference examinations. In extraordinary circumstances and with approval of the Dean of the College of Graduate Studies, a student may be given permission to attend remotely and a proctor may be required by the College of Graduate Studies.

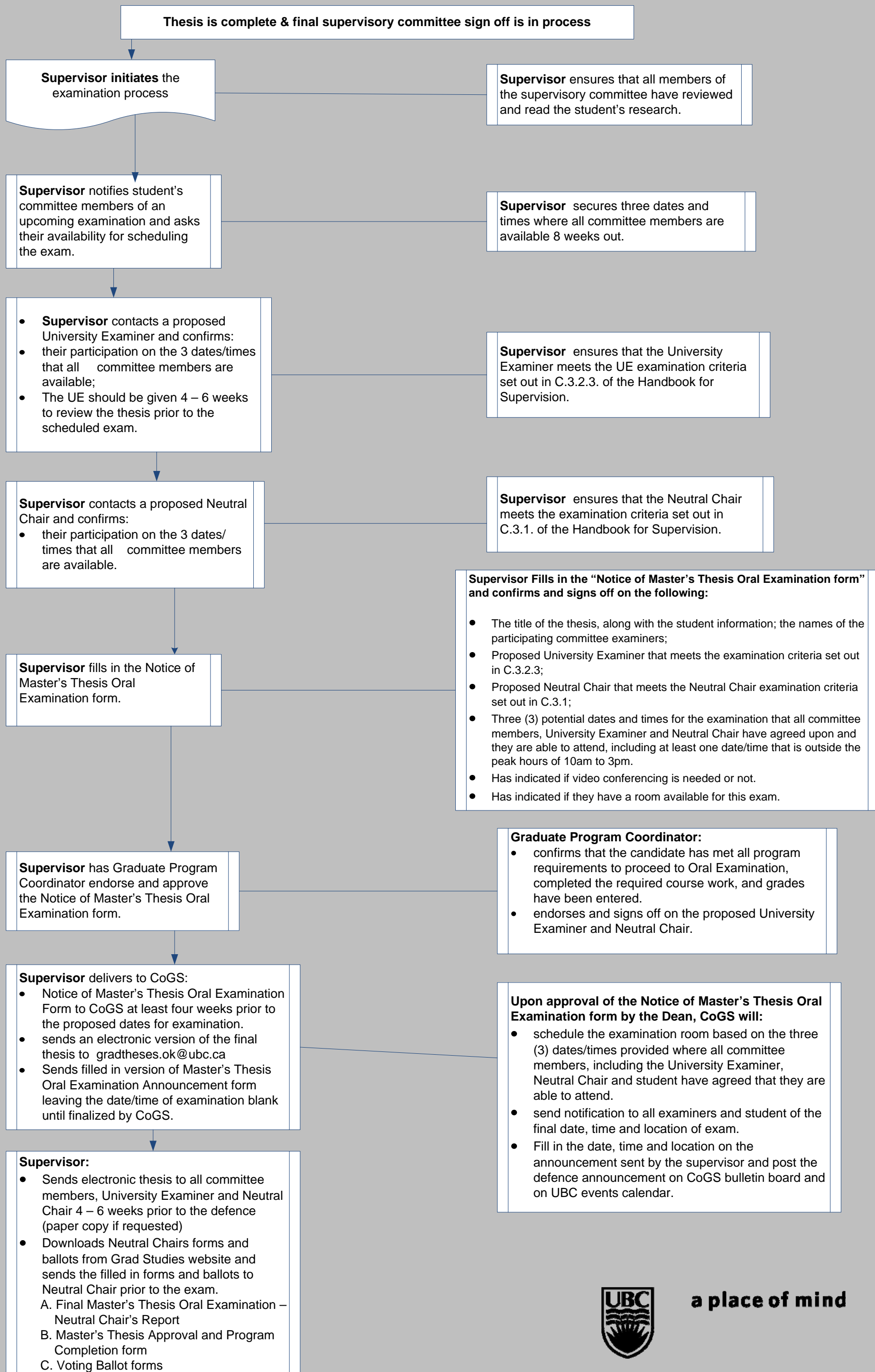
[Master's Thesis Defence Scheduling Process chart \(see next page\)](#)

# Part II: Master's Thesis & Thesis Examination Administrative Processes

## Appendix C: Master's Thesis Defence Scheduling Process

### PROCESS

### DETAILS





### **Preconditions for Master's Defence Examination**

Candidates must have fulfilled the following requirement of the degree prior to the examination:

- All coursework
- Examination requirements
- Language requirements

### **Master's Defence – Final Oral Examination**

Structure:

- the Neutral Chair explains defence process
- the Candidate makes a 10-30 minute (max) presentation of thesis
- the University Examiner questions the Candidate
- the Examining Committee questions the Candidate
- members of the audience are invited to ask questions of the Candidate
- the Examining Committee holds an in-camera discussion
- the Neutral Chair conveys the findings of the Examining Committee to the Candidate

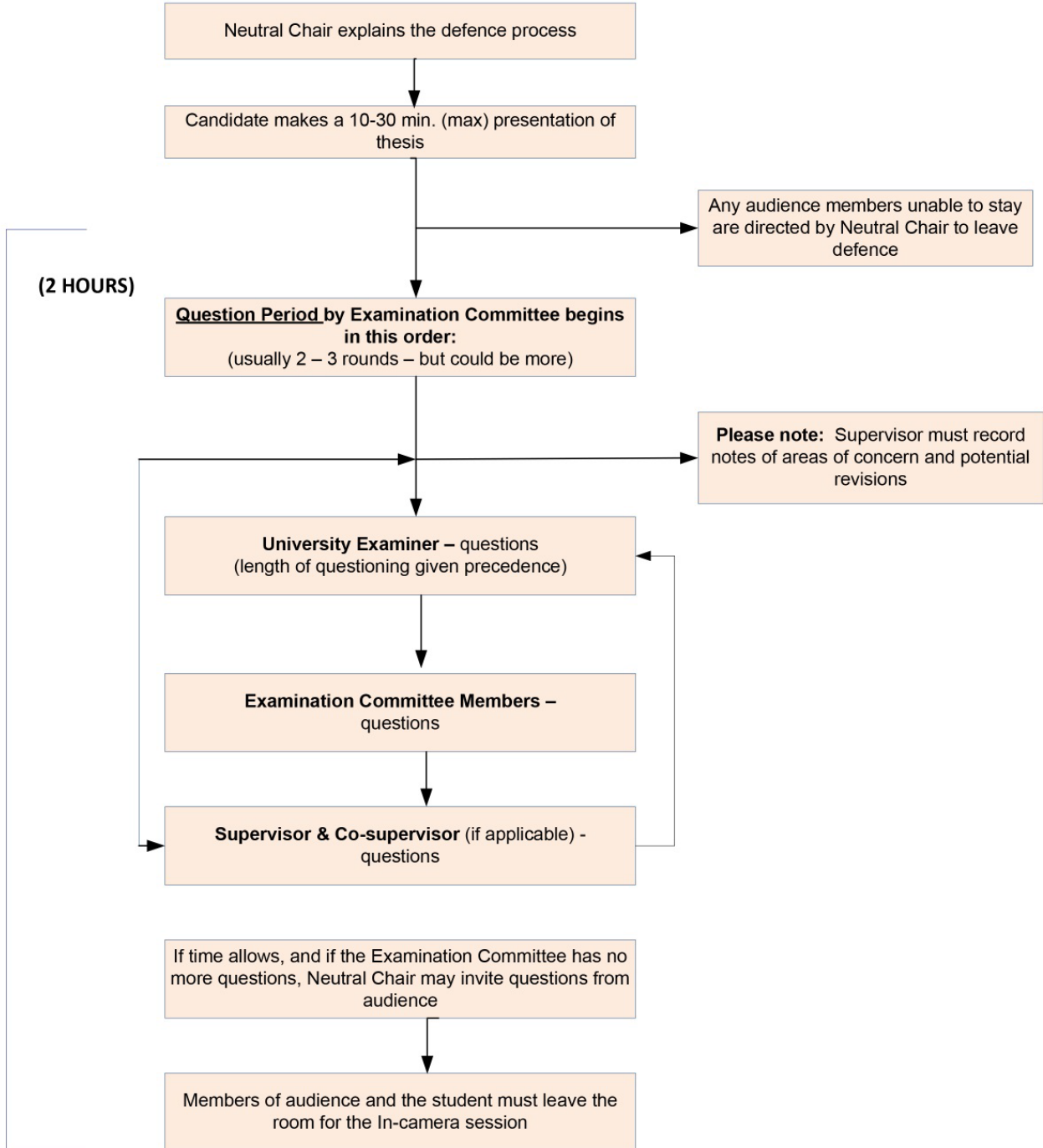
The Final Oral Defence usually lasts two and a half hours to three hours.

[Master's Defence – Oral Examination Process chart \(see next two pages\)](#)



## Master's Defence – Oral Examination Process

### Part I

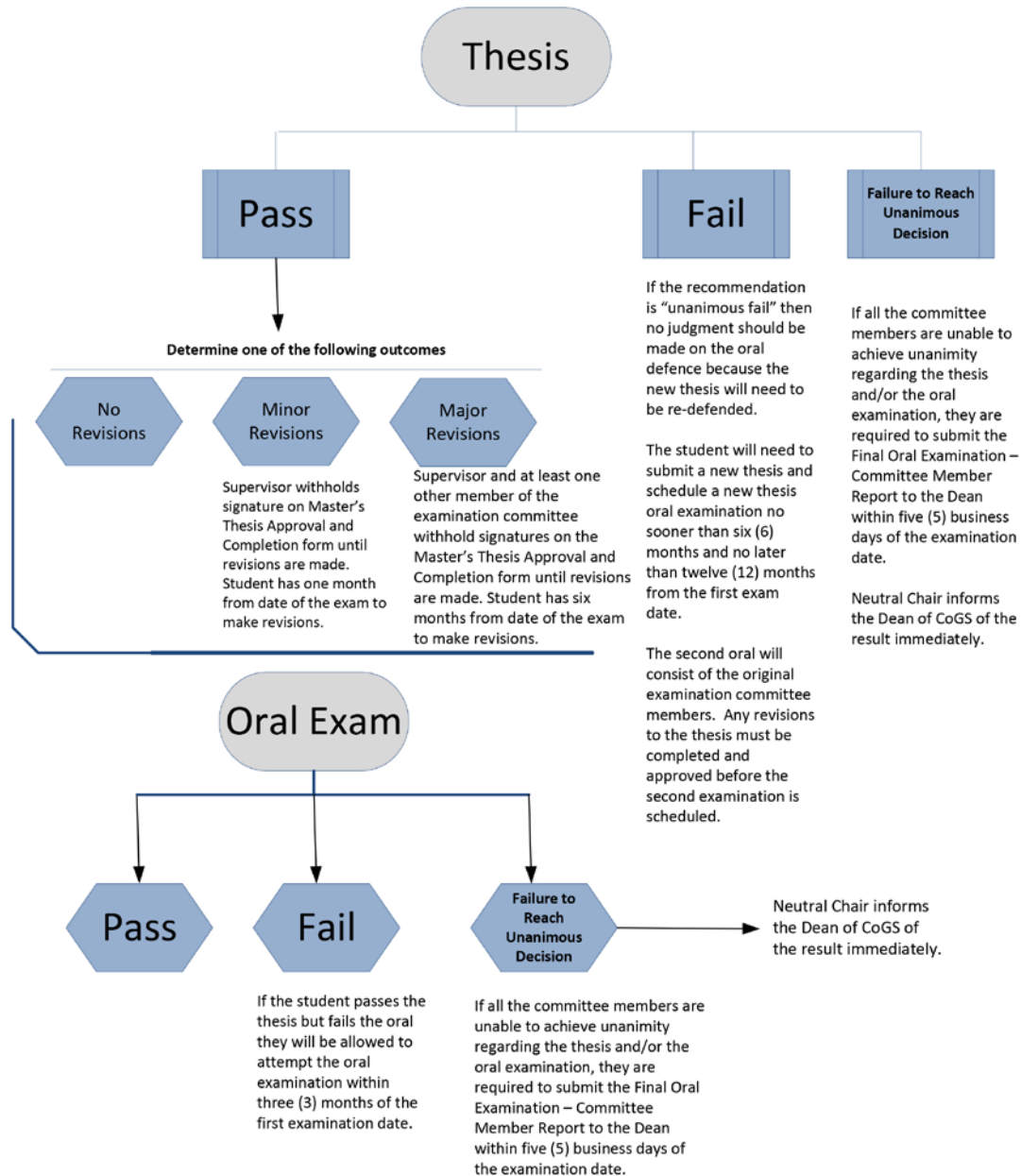


## Final Submission of Thesis

### Master's Thesis Examination Recommendations

The Examination Committee will make final decision as to whether the thesis and oral exam should pass or fail.

### Master's Thesis Oral Examination Outcome Flowchart





**Committee Forms to be submitted to the College of Graduate Studies within the specified periods:**

- Final Master’s Thesis Oral Examination – Neutral Chair’s [Report](#) (within 2 business days of examination)
- Final Oral Examination – Committee Member [Report](#) (within five business days after the examination)
- Master’s Thesis Approval and Program Completion [Form](#) submitted with final version of defended thesis

**Student Mandatory Forms/Documents:**

- Final Approved Dissertation – one hard copy either single or double sided
- Dissertation Submission Cover Sheet
- Formatting Checklist
- Library and Archives Canada Non-Exclusive License Form
- ciRcle Non-Exclusive Distribution License
- ciRcle Uploading Form

**Optional Forms:**

- BC Bibliography
- Withhold Thesis from the Public Domain

See <http://gradstudies.ok.ubc.ca/forms/thesis-final-submission.html>

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## Applying for Degree Conferral

Every candidate for a degree must make a formal application for degree conferral via the [Student Service Centre \(SSC\)](#). The student must apply regardless of whether or not they plan to participate in the graduation ceremonies. The SSC deadline dates are set out below:

**Application Deadlines**

Degree Conferral Date	Applications Begin	Final Application Deadline
February	November 1	January 15
May	January 16	April 15
September	June 1	August 31
November	September 1	October 15

**Final Thesis Upload Deadlines**

Degree Conferral Date	Final Date to Upload to ciRcle
February	January 30
May	April 30
September	August 30
November	October 30





The Final Thesis Upload Deadline is the last day to upload your thesis to ciRcle in order to be considered for the corresponding degree conferral period. Students who are uploading to ciRcle must have completed all program requirements and had their thesis formatting approved by the College of Graduate Studies.

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## Degree Conferral & Parchment

Students may have their degrees conferred in either February, May, September or November annually. A graduation ceremony is only held in June, so students who choose to have their degrees conferred in February, September, or November will be invited to participate in the June ceremony.

Please note that **degree parchments are only printed in May and November**, so students who choose to have their degrees conferred in February or September will need to wait for the next printing period to receive their degree parchments.

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## Degree Completion

In order for thesis-based programs to be closed-out for degree completion, the following must first occur:

- All grades must be entered;
- Successfully defended thesis;
- Submitted all required documentation to the College of Graduate Studies as per final submission requirements;
- Completed all degree/ course requirements set out by UBC Okanagan, College of Graduate Studies
- Successfully uploaded thesis to ciRcle