The University of British Columbia
GENOME SCIENCE + TECHNOLOGY GRADUATE PROGRAM

STUDENT GUIDELINES FOR THE COMPLETION OF MASTER’S THESIS

1. Student submits thesis to supervisory committee and has for “MSc thesis supervisory committee approval of thesis for defense” (on website) form signed by committee and supervisor and submitted to graduate program coordinator.

2. Student confers with supervisor to choose examination committee. However, the supervisor is required to make the final arrangements for the examination committee, consisting of:
   - Chair, (usually the program Director, if he is available – must confirm this with him/her at least one month in advance) - examines
   - Committee members - (usually the thesis committee members; two* must be present and confirmed with program coordinator two weeks prior to examination) – examine
   - Supervisor (is present, and can examine, but does not vote)

* One committee member may be allowed in exceptional cases, with the permission of the chair.

Student notifies the graduate program coordinator of the confirmed examination committee, date, time, location and thesis title two weeks prior to examination.

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.

3. 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 supervisor’s home department or GSC. Seminar is open to the public and the university.

4. Student is required to give not only the examination committee and supervisor 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.

5. Examination form/grade sheet will be prepared for Chair by the graduate program coordinator. Grade (%) will be entered into the SISC system.
6. Student must give a copy of the “Master’s thesis approval and program completion” form to the graduate program coordinator. This form must be signed off before a completion memo can be sent to FoGS indicating the student has completed all their requirements to graduate.

7. Graduate program coordinator sends memo to FoGS indicating that student has completed all the requirements for completion of MSc. and indicating that a grade has been given.

8. The graduate program coordinator requires an electronic copy of the final thesis.

9. Upon successful completion, the student is reminded to apply to graduate (deadlines for application to graduate are the student’s responsibility). Deadlines can be found on the Faculty of Graduate Studies website.