Student Guidelines for the Completion of Master's Thesis

1. Student submits thesis to supervisory committee a **minimum of 4 weeks** before the defense date 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. At least **4 weeks** before a defense date is chosen, the student makes final arrangements for thesis defense with the following members of the examination committee:
   - Chair - ask program coordinator for a list of Faculty who can chair exam (examines)
   - Committee members - usually thesis committee members - at least two must be present and confirmed with program coordinator two weeks prior to exam (examines). They may Skype or Teleconference into the exam if necessary.
   - Supervisor - can examine but does not vote on outcome.

Student must notify the program coordinator at least two weeks before the defense with date, time, location, thesis title and name of Chair.

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 at least **4 weeks** before the defense, but must supply the Chair of the examining committee with a hard copy of their thesis (if they prefer), at least **two weeks** before the defense.

5. Examination form/grade sheet will be prepared for Chair by the graduate program coordinator. Grade (%) will be entered into the SIS system.

6. The "Master's thesis approval" form must be signed and given to G+PS before the student's program can be completed and closed.

7. 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 G+PS website.