



## Student Guidelines for Completing Master's Thesis

### 1. Review Thesis Preparation Guidelines

Comprehensive guidelines and instructions for thesis preparation are available [here](#). Students are strongly encouraged to thoroughly review these resources before beginning their thesis to ensure accuracy and compliance with requirements.

### 2. Submission to Supervisory Committee

- Students must submit their completed thesis to the supervisory committee **at least 3 weeks before the defense date**.
- The "**MSc Thesis Supervisory Committee Approval of Thesis for Defense**" form (available on the website) must be signed by the supervisory committee and supervisor.
- Submit the completed form to the Graduate Program Coordinator.

### 3. Arrangements for Thesis Defense

At least **4 weeks before the defense date**, students must finalize arrangements for their thesis defense with the following:

- **Chair:** Request a list of eligible faculty members from the Graduate Program Coordinator who can serve as the Chair (examiner).
- **Committee Members:** Typically, this includes members of the thesis supervisory committee. At least two members must confirm their attendance (in person or via Zoom) with the Graduate Program Coordinator 2 weeks prior to the defense.
- **Supervisor:** The supervisor may attend and participate in the examination but does not vote on the outcome.

Students must notify the Graduate Program Coordinator **at least 2 weeks before the defense** with the following information:

- Date, time, and location of the defense.
- Thesis title.
- Name of the Chair.

While in-person defences are preferred, virtual or hybrid formats are permitted and may be arranged at the discretion of the Chair and the student's supervisor.

**Room Bookings:** Students can arrange room bookings through the Genome Sciences Centre (GSC) front desk/ the Michael Smith Labs (MSL) or their supervisor's home department. A minimum of 2 weeks' notice is required for university-wide notification of the thesis defense. Note that MSc thesis defenses are public events.



## 4. Exit Seminar

Exit seminars are **mandatory** and must be completed before the thesis examination.

- Provide at least **2 weeks' notice** to the Graduate Program Coordinator.
- The seminar can take place in the supervisor's home department or at the GSC/MSL.
- Seminars are open to the public and the university community.

## 5. Distribution of Thesis Copies

Students are required to distribute copies of the final thesis as follows:

- To the examination committee and supervisor **at least 3 weeks before the defense.**
- To the Chair of the examining committee **at least 2 weeks before the defense.** A hard copy may be required if the Chair prefers.

## 6. Examination Form and Grade Submission

The Graduate Program Coordinator will prepare the examination form and grade sheet for the Chair. The grade (PASS/FAIL) will be entered into the Workday system after the defense.

## 7. Master's Thesis Approval

The "**Master's Thesis Approval**" form must be signed and submitted to G+PS before the student's program can be completed and officially closed.

## 8. Submission of Final Thesis

- **Thesis Approval Forms:** Thesis Approval forms must be submitted to graduate program. It is preferable to submit the **Thesis Cover Sheet** to graduate program coordinator at the same time as the Thesis or Approval form so that the forms arrive as a complete package. (You can find forms [here](#))
- **Electronic Submission to cIRcle:** Students must submit their final, defended thesis electronically to UBC's online information repository, cIRcle. The thesis will be reviewed for formatting by the Faculty of Graduate and Postdoctoral Studies and approved for inclusion in cIRcle.

Your program cannot be closed, and you will not be eligible to graduate until the content and formatting of the thesis have been officially approved, and you have received an official email confirming final approval of your thesis. It is your responsibility to submit a thesis in the correct format and allow time for revisions to be completed in order to meet deadlines.

More information can be found [here](#).

## 9. Application to Graduate



After successfully completing the thesis and defense, students must apply to graduate. It is the student's responsibility to be aware of application deadlines, which can be found on the G+PS website under in [Deadline Center](#) under "**Graduation**" Type.