



### MSc Thesis Oral Examination and Graduation Timeline

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

Set Type = Deadline; Deadline Type = Graduation

Goal:        Degree Granting/       Congregation

Deadline	Action	Details
Application opens <span style="background-color: yellow;">DATE</span> , closes <span style="background-color: yellow;">DATE</span>	Apply for graduation	Apply for graduation through the <a href="#">Student Service Centre</a>
3-4 months prior to desired exam date	Discuss timeline with supervisor	Make sure that your supervisor is aware of and supportive of your defence plans. Your supervisor will have additional advice about busy periods, discipline-specific concerns, etc.
Recommended: 2 months prior to desired exam date	Establish examining committee	Examining committee is composed of: <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Chair</li> <li>• Supervisory committee members (1-2)</li> <li>• External examiner (faculty with appropriate expertise, outside of RDS faculty). To be recommended by supervisor.</li> </ul>
	Set exam date	PA can facilitate Doodle poll/scheduling
	Book room, confirm date with examiners	PA can book room, send announcement, calendar invites, and reminders
Depends on term	Schedule OBST 506 exit seminar	PA will schedule exit seminar in current or subsequent term, depending on exam date
Discuss with supervisor	Supervisor review of thesis	Thesis reviewed by supervisor, and revisions incorporated.
Recommended: Minimum 5 weeks prior to exam	Circulate thesis to examiners	Thesis reviewed by: <ol style="list-style-type: none"> <li>1) Supervisory committee – <i>2 weeks for review.</i></li> <li>2) Revisions incorporated – <i>1 week.</i></li> <li>3) External examiner – <i>Receive 2 weeks prior to exam.</i></li> </ol>
Recommended: Minimum 3 weeks prior to program completion deadline	MSc oral examination	Chair submits MSc Oral Examination Report to PA/PD



	Final revisions	Complete final revisions to thesis, as required by examining committee
<b>PROGRAM COMPLETION DATE</b> Aim for submission no later than <b>1 week prior.</b>	G+PS approval of final thesis & Submission of thesis to <a href="#">cIRcle</a> , UBC Library's Information Repository	Submit with thesis with <a href="#">cover sheet</a> and <a href="#">approval form</a> to <a href="mailto:graduate.thesis@ubc.ca">graduate.thesis@ubc.ca</a> (cc PA) Required prior to cIRcle account activation.  <a href="#">Detailed instructions</a> for cIRcle account set up and thesis submission.  Thesis must be approved and accepted by 4pm on <b>PROGRAM COMPLETION DATE</b> . Please expect at least <b>5 business days</b> between submission and approval.
	Ensure you have no financial holds	<a href="#">Student Service Centre</a> Students will not be issued diplomas or transcripts if they have outstanding fees.
PA will arrange	Exit interview	Meet with Program Director to provide feedback on your experience in the RDS 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>

