**MSc Progress Checklist**

**Before your program begins:**

* Complete HR forms; Bullying and Harassment module
* Register in courses, including OBST 506
* Pay tuition

**During your first month:**

* Ensure the Program Administrator has your new UBC or research institute email address
* Update your contact information, if needed
* Meet with supervisor, complete Student-Supervisor Checklist of Expectations
* Start attending RDS Journal Club
* Lab or research team onboarding

**First year:**

* Establish supervisory committee
* Complete coursework
  + OBST 506
  + 9 additional credits (6 in OBST courses)
    - If >3 credits of these credits are not in OBST courses, send to program for approval.
    - If >3 credits are at the 400-level, send to program for approval (ie. 1 course of 3 credits at 400-level is permitted without special approval).
* Complete Responsible Conduct of Research course
* Apply for scholarship funding, where eligible
* Identify research project and draft research proposal
* Convene first supervisory committee meeting to discuss proposed research:
  + Progress report
  + Research proposal
  + Student-supervisor checklist
* Present at RDS Journal Club
* End of first year: initiate transfer to PhD program, if applicable

**Second year:**

* Register in OBST 549 thesis course (continuous registration)
* Convene supervisory committee meeting to discuss research results, possible further research, and timeline to thesis completion:
  + Progress report
  + Student-supervisor checklist
* Complete research and writing of thesis
* Present at RDS Journal Club
* *Recommended:* Apply to present at OBGYN Academic Day and/or national or international conference
* *Recommended*: Submit 1 or more publications.

**Defense and graduation:**

* Prepare for MSc defense (see **MSc Oral Examination: Planning Tool** in Appendix A)
  + Thesis reviewed by all supervisory committee members
  + Examining committee selected
  + Defense date set
* Apply for graduation (UBC SSC)
* Present exit seminar in OBST 506
* Apply for publication [delay/embargo](https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/how-request-publication-delay), if needed
* Submit final thesis and signed thesis approval form to G+PS via cIRcle
* Receive approval from G+PS and program completion letter
* Exit interview
* Apply for [tuition refund](https://www.grad.ubc.ca/current-students/graduation/program-completion) if program completed >1 month prior to the end of the term

Master’s students have a **5 year time limit** for completion of their degree. [Program extension requests](https://www.grad.ubc.ca/current-students/managing-your-program/program-extensions) must be fully justified and supported by the student’s supervisor and program. Such requests must also be prepared well in advance of the date of the extension requested.