

PATHOLOGY CHECKLIST FOR THE COMPLETION OF THE MSC DEGREE

Important Information:

Graduation deadlines: <http://www.grad.ubc.ca/prospective-students/resources-links/deadlines>.

The deadlines of importance to MSc candidates are:

- 1) Last Day for Graduation Applications to be Submitted
- 2) Final Master's Theses and Doctoral Dissertations to be Approved
- 3) Last Day for Final Master's Theses and Doctoral Dissertations

For information on the Masters and Doctoral Thesis Preparation and Submission, please visit (<http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>).

Applying for graduation

Please refer to the deadlines in the link above. You must apply for graduation. The latest time to hold your defense should be at least one week before the deadline date so as to allow time for revision of your thesis before submission.

1. Be sure you have completed all the requirements for the degree except the thesis.
2. Submit thesis to the Supervisory Committee for approval. It is the function of the Supervisory Committee to review the thesis, to ensure any necessary revisions have been made, and to approve the thesis before the student proceeds to the final exam. Have each committee member complete a Thesis Report Form, to be sent to the Graduate Secretary. Be sure you have completed all the requirements for the degree except the thesis.
3. After the thesis has been approved by the Supervisory Committee, work with your supervisor to suggest names for examining committee members. Send these suggestions to the Graduate Advisor for approval (cc the Graduate Secretary).
4. Schedule your defense (time, date, location, inviting members) and forward this information to the Graduate Secretary.
5. Please provide the Graduate Secretary with an abstract of your thesis no later than one week before the exam date.
6. Ensure your fee is paid in full and you are currently registered for your thesis.

7. Deliver your thesis to the Examination Committee at least three weeks before the date of your defense.
8. Prepare an oral presentation of the research presented in the thesis. This must be no longer than 20-30 minutes in length and must not be read from a prepared script (cue cards are permissible). Blackboard or digital projector may be used.
9. Be sure the audiovisual equipment you need will be available for the defense.
10. Deliver your defense according to the Conduct of Exam and Chairman's Report (MSc Defence). Download form here:
<http://pathology.ubc.ca/education-resource/graduate-studies/current-students/forms/>
11. Have the Chairman complete the Chairman's Report (same form as #10, above at <http://pathology.ubc.ca/education-resource/graduate-studies/current-students/forms/>). The Chair will return it to the Graduate Secretary, providing a grade.
12. Print/complete thesis forms required for final submission (Master's thesis):
<http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements>
13. If revision of your thesis is required, obtain final approval of the thesis from either your supervisor
14. Once you have satisfied all conditions, submit the original unbound thesis to the Faculty of Graduate Studies.
15. The Graduate Secretary will inform the Faculty of Graduate Studies of your thesis grade. Once the grade and thesis is received, the Faculty of Graduate Studies will send a thesis receipt to the program. This will close your program.
16. Provide the Pathology Education Centre with a bound copy of the approved final version of the thesis. Instruction on this can be obtained from the Graduate Secretary.
17. Be sure to apply for graduation. **WITHOUT APPLYING FOR GRADUATION YOU WILL NOT RECEIVE YOUR DEGREE.**
18. Please contact the Graduate Advisor to arrange a time for an exit interview.