



Master’s Thesis Checklist

The Master’s Thesis is typically defended at the end of your second year in the Master’s program. Please use the following checklist to help plan for your Master’s thesis.

You will be asked to present a summary of your thesis in a 20-30 minute presentation. Once you finish your presentation, the Chair will ask each member of your committee in turn to question you. Once the question portion is completed, you will then be asked to leave the room while your committee discusses your presentation and defense. When the committee is finished, you will be invited back into the room to hear their recommendations.

Suggested Timeline

To see a sample timeline of your progress through the Graduate Program, please visit <https://neuroscience.ubc.ca/current-students/sample-timeline/>

Getting Started

| Task | Completed |
|---|-----------|
| Read Graduate and Postdoctoral Studies Dissertation and Thesis Preparation: https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation | |
| Meet with your supervisor to discuss your thesis timeline and plans | |
| Make sure you register for NRSC 549 each term to conduct your research | |
| Meet with your committee once a year, and get their approval to start writing your thesis (This should be documented in a Committee Report form and submitted to ubc.neuroscience@ubc.ca) | |
| Research the deadlines for graduation – your thesis will have to be submitted to cIRcLe in advance of the deadline: https://www.grad.ubc.ca/deadlines | |

Schedule Your Defence

| Task | Completed |
|--|-----------|
| 2-3 months before: <ul style="list-style-type: none"> Start scheduling in advance of when you want to defend Arrange a date, time and location -Try Doodle or When2Meet Book a room location Apply for graduation: https://www.grad.ubc.ca/current-students/graduation/applying-graduate | |
| 1 month before: <ul style="list-style-type: none"> Discuss with your supervisor who could chair your MSc examination Review the Thesis Submission Policy: https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission | |



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| <ul style="list-style-type: none"> Review cIRcle submission policy: https://circle.ubc.ca/submissions/submit-content/theses-and-dissertations/ Register for cIRcle: https://circle.library.ubc.ca/register | |
| <p>1 week before meeting:</p> <ul style="list-style-type: none"> Send an email reminder with date, time and location to all committee members Email your chair the Instructions document: https://neuroscience.ubc.ca/current-students/forms/ Ask your supervisor if you need to bring anything else to the defence (for example, should you bring coffee or other refreshments) | |
| <p>1 -2 days before meeting:</p> <ul style="list-style-type: none"> Send an email reminder with date, time and location to all committee members Review the Thesis Approval Form policy: https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/thesisdissertation-approval-forms Print the Master’s Thesis Approval Form: https://www.grad.ubc.ca/forms/masters-thesis-approval and bring it with you to the defence Print the Master’s Examination Chair Report and bring it with you https://neuroscience.ubc.ca/current-students/forms/ | |

During Your Defence

| Task | Completed |
|---|-----------|
| Make sure to get to the room early to prepare. Take a deep breath! | |
| Give the chair the Instructions and Master’s Thesis Grade and Chair Report | |
| Have all members sign the Master’s Thesis Approval form, except your supervisor | |

After Your Defence

| Task | Completed |
|---|-----------|
| Make sure your chair emails the Master’s Examination Chair Report to the Graduate Program in Neuroscience Coordinator at ubc.neuroscience@ubc.ca | |
| Make all required changes to your thesis | |
| Once final changes are completed, get your supervisor and/or committee to sign the Master’s Thesis Approval form | |
| Submit your final, defended thesis electronically as a PDF to UBC cIRcle: https://circle.ubc.ca/submissions/submit-content/theses-and-dissertations/ | |
| Email the completed Master’s Thesis Approval form to the Graduate Program in Neuroscience Coordinator at ubc.neuroscience@ubc.ca | |