

Planning Your Master's Defense? Congratulations on reaching this point in your program!

Preparation Check List:

- Review defense procedures as outlined in the Forestry Gradbook.**
Familiarize yourself with how the defense will proceed! The Gradbook can be downloaded from: <http://www.forestry.ubc.ca/students/graduate/student-resources-forms/> (first item at the top of the web page). In the Gradbook, the defense procedures are in the section entitled, "Master Degrees Completion Requirements & Program Transfer Procedures". If you prefer, a paper copy of the Gradbook can be obtained in the Grad Program office.
- Receive thesis approval from your supervisor.** Before your exam can be booked, your supervisor must send the Graduate Program Manager notification (email is fine) that they have approved your thesis for defense. Copies of your thesis must also be distributed to your supervisory committee in advance for reading and comments.
- Confirm your examining committee members.** The examining committee must include your supervisor, at least one other member of your supervisory committee, plus a **Chair** and a **Non-departmental Examiner (NDE)**. Your supervisor is responsible for confirming people for the Chair and NDE positions.
 - The *Chair* acts as moderator of the exam, and needs to be a faculty member who has not been directly associated with the preparation of the thesis.
 - The *NDE* may be from a Faculty of Forestry department outside of your supervisor's, or from another UBC department, and must be a member of the Faculty of Graduate and Postdoctoral Studies. *Remember that a copy of your thesis must be sent to the NDE well in advance of your exam date.*
- Set the date.** Coordinate a defense date and start time with your examining committee (two hours are needed). *Once a date is confirmed, notify the grad program office so we can book a room.* We'll send out the official defense notice to your examining committee (and you), and will also advertise the defense to the Forestry community. Your defense is open to the public. Please provide us with at least 10 days advance notice.

- **Practice, AV Equipment, Room Set-Up.** The Boardroom (or alternate) is reserved for you up to one hour ahead of your exam start, so you have plenty of time to set up before the defense begins. The boardroom has a full AV system – you are responsible for familiarizing yourself with operation of any of the AV equipment in advance of your exam day. We highly recommend that you book a practice session to run through your presentation and thus avoid last-minute technical glitches. In case of an AV emergency, be sure to have the contact information of your department’s IT person.

- **Apply to graduate.** The application is available on-line through your Student Service Centre account. Completion of this application is required for degree conferral, regardless of whether you plan on attending a graduation ceremony. UBC confers graduate degrees in Feb, May, Sept and Nov each year. Refer to this link: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation>

- Be sure you are very familiar with **G+PS thesis formatting & final thesis submission procedures:** Your program (and tuition assessment!) is not closed until after your defended, approved thesis is submitted to GP+S and you have received their thesis receipt. If it’s important for you to receive the thesis receipt as soon as possible after your defense, do not wait until the last-minute to check your formatting. Most students require at least minor formatting changes prior to their receipt being issued.
 - Formatting: www.grad.ubc.ca/current-students/dissertation-thesis-preparation .
 - Post-defense thesis submission procedures: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>

- **Program Completion Release Form.** After your defense, the Graduate Program office will send you a release form, which contains a checklist of action- items you are responsible for completing before you leave campus for the final time, e.g. returning keys and equipment, closing computer accounts, etc. If you are planning to depart Vancouver soon after your defense, be sure to leave yourself enough time to look after these responsibilities. If you prefer to receive the completion checklist in advance of the defense, just let us know.

Questions? Don’t hesitate to ask: gayle.kosh@ubc.ca / 604.827.4454