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

PREPARATION CHECK LIST:

- **Confirm you have completed all course requirements for your degree.** Log-in to your SSC Account to ensure that your course registration is correct (all credits accounted for) and final grades have been posted.

- **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/](http://www.forestry.ubc.ca/students/graduate/student-resources-forms/) (first option listed). Defense procedures are provided in the section entitled, “Master’s Thesis Defense”.

- **Receive thesis approval from your supervisor.** Before your exam can be booked, your supervisor must send notification to the Graduate Program Director (email is acceptable) that your thesis is ready for defense. At this point, you should distribute copies of your thesis to your supervisory committee, with at least two weeks allowed 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 Chair and NDE positions.
  - The *Chair* acts as moderator of the exam, and needs to be a Forestry 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. The NDE should have expertise in the student’s area of research or a related field, but must have an arm’s-length relationship with the MSc candidate. The NDE should be confirmed far enough in advance of the defense to allow time for reading of the thesis. The student is responsible for providing the NDE with a copy of the thesis.

- **Set the date.** Coordinate a defense date and start time with your examining committee (two hours are required). Once a date is confirmed, notify the grad program office so we can book an appropriate room. Be sure to notify us if any committee member will be participating remotely. Official notice of defense will be sent by our office to your examining committee (student cc’d), and will 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 exam room is reserved for up to one hour ahead of your exam start, so you have plenty of time to set up before the defense begins. We highly recommend that you book a practice session a few days in advance to run through your presentation and thus avoid last-minute technical glitches. IT support is provided on the day of defense, but it is your responsibility to be familiar with the AV system.

Apply to graduate. The application is available on-line through your Student Service Centre account. Completion 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 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 G+PS and you have received their thesis receipt. In order to receive your thesis receipt as soon as possible after your defense, ensure your formatting meets required standards. Minor formatting changes are often required prior to the receipt being issued.
  o Formatting: www.grad.ubc.ca/current-students/dissertation-thesis-preparation
  o Post-defense thesis submission procedures: https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission
  o After the defense, your exam Chair will give you the various forms you will need to submit along with your thesis.

Program Completion Checklist. Your exam Chair will also provide you with a checklist which outlines a number 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.

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