

Integrative Biology MSc Thesis Defence Timeline

Date	Activity
At least 1 semester before Defence	A schedule for thesis preparation, review and submission is agreed upon by student and Advisory Committee. Student begins writing thesis.
	Student writes and Advisor reviews thesis draft(s). Advisor provides suggestions for revision. Student revises thesis draft(s).
9 weeks to Defence	Student and Advisor agree that the thesis is ready for examination. Advisory Committee members review the thesis as they would a manuscript submitted for publication.
7 weeks to Defence	Advisory Committee members return the thesis to the student with their written comments, discussing the comments with the student as necessary. Student revises the thesis as he or she deems appropriate.
6 weeks to Defence	Student submits a "fair copy" of the proposed final version of thesis to each member of their Advisory Committee for final review, before they can obtain their signatures on the Examination Request form.
4 weeks to Defence	Faculty normally will return the draft thesis, with written comments, to the student within 2 weeks of receipt. If a member of the Advisory Committee is unable to review the draft thesis because of absence from campus, or does not review the draft thesis within 3 weeks of submission, the student may inform the Graduate Secretary, and need not acquire the signature of <u>that</u> Advisory Committee member on the Examination form (provided there are still a minimum of 2 signatures in order to satisfy the Graduate Studies requirement). Students are encouraged to plan well in advance and to select a target date for the defence that leaves ample time afterward should the thesis be judged satisfactory but require revision. Committee Members must indicate on the Examination Request form whether they find the thesis to be ready for examination, and choose one of the options indicating in what state they deem the thesis to be. Student submits thesis in electronic format and Exam Request form to the Graduate Secretary.
3 to 4 weeks to Defence	Student will submit an electronic copy of the final version of the thesis to the Graduate Secretary by the end of business on the last day of the 10th class week of the semester. If this deadline is met, the Department will make every effort to ensure that the student defends within 4 weeks after submission of the thesis, but no sooner than 2 weeks. The Department may attempt to accommodate Examination Requests that are received after the 10th week, but cannot ensure that a defence will take place before the semester has officially ended. However, every effort will be made to schedule a defence during the extension (rebate period) in the next semester. The Department Chair appoints the Examination Committee. The thesis is distributed to the Examination Committee along with defence information once the Graduate Secretary identifies a day and time that is agreeable to all Committee members.
DEFENCE	Master's Final Oral Examination takes place. Examiners judge thesis and defence to be satisfactory or unsatisfactory. The Chair of the defence may withhold final signature on defence forms until confirmation is received that the recommended changes required by the Examination Committee have been made to the thesis.
1 (or more) weeks after Defence	Student completes thesis revisions and submits approved thesis electronically to the Atrium. Student submits an application to graduate and all defence forms with required signatures to the Office of Graduate Studies.
Deadline Date Specified in Calendar	Thesis is reviewed and accepted by the Atrium and the Office of Graduate Studies.
	Board of Graduate Studies presents lists of graduands to Senate for approval.
	Convocation!!!