



## Biophysics 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).
7 weeks to defence	Student and Advisor agree that the thesis is ready for examination. Thesis is distributed to Advisory Committee members, who review the thesis as they would a manuscript submitted for publication (2 week review process).
5 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/she deems appropriate.
4 weeks to defence	Student submits corrected thesis to Advisory Committee members for final review if they request it (up to a week). Advisor submits Advisory Committee recommendation regarding Examination Committee membership and tentative defence date to Graduate Director.
3 weeks to defence	Advisory Committee members indicate on the Examination Request Form whether they find the thesis to be ready for examination. Student submits thesis and signed form to the Graduate Director, with or without further revision.
2-3 weeks to defence	Graduate Director appoints Examination Committee. Thesis is distributed to Examination Committee members. Examination time and place are set.
<b>DEFENCE</b>	Master's Final Oral Examination takes place. Examiners judge thesis and defence to be satisfactory or unsatisfactory, and designate an Examiner to review any changes to a satisfactory thesis required by the Examination Committee.
1 (or more) weeks after defence	Student completes thesis revisions and approved thesis is submitted, with application to graduate, to the Dean of Graduate Studies.
deadline date specified in calendar	Approved thesis is submitted, with application to graduate, to the Office of the Dean of Graduate Studies. Thesis is reviewed and accepted by the Dean's Office.
	Board of Graduate Studies presents lists of graduands to Senate for approval.
	<b>Convocation!!!</b>