

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; procedures are in the [Forestry Gradbook](#) in the section entitled, "Master's Thesis Defense".
- **Virtual Protocols.** In response to COVID-19, we have developed a process to support virtual master's defenses, including rules surrounding audience participation. Be sure to familiarize yourself with [these protocols](#) well in advance.
- **Receive thesis approval from your supervisor.**

Your supervisor should let you know when your thesis is ready for final review by your supervisory committee, after which you should distribute copies with approximately two weeks for reading and comments. Once this process is complete, your supervisor should notify the grad program office that your supervisory committee has approved the thesis for defense.
- **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 not directly associated with the preparation of the thesis. *Be sure they are agreeable to being responsible for the Zoom virtual meeting hosting tasks required of this position.* Ensure they receive a copy of the [virtual defense protocols](#) well in advance. You should also send a copy of your thesis to the Chair as a courtesy, but they are not required to review it.
 - The *NDE* must be a UBC faculty member from outside of your supervisor's home department. The NDE should have expertise in your area of research or a related field, but must have an arm's-length relationship with you. Confirm the NDE far enough in advance to allow them time to read the final supervisory committee approved thesis – you are responsible for providing them with a copy.

- **Set the date.** Coordinate a date and start time with your examining committee (two hours are required). Once confirmed, notify the grad program office (robin.poirier-vasic@ubc.ca) so we can issue the necessary exam notifications to the committee as well as the Zoom virtual meeting invitation (password protected), and also the post-defense forms you'll required for program closure.

- **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 attend the graduation ceremony. UBC confers degrees in May and November each year. Refer to this link: <https://graduation.ubc.ca/>

- 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 and approved thesis is submitted to G+PS. 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 thesis 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/final-submission-instructions>
 - After the defense, your supervisor will send you the required forms we have provided, which you will need to submit to G+PS online, along with your thesis.

- **Program Completion Checklist.** we will also provide you with a checklist which outlines a number of action-items you are responsible for completing prior to departing, e.g. returning keys and equipment, etc.

Questions? Please don't hesitate to ask: gayle.kosh@ubc.ca or robin.poirier-vasic@ubc.ca