# **MSc Exam Checklist**

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| **Task****Pre-Exam** | **Done By** |  |
| 1. Student's advisory committee recommends MSc thesis defense (last committee meeting)
 | Committee | 🞎 |
| 1. Preparation of Thesis
	1. [Department requirements](https://lmp.utoronto.ca/program-completion-msc-and-phd) (https://lmp.utoronto.ca/program-completion-msc-and-phd)
	2. [SGS requirements](https://www.sgs.utoronto.ca/academic-progress/program-completion/formatting/) (https://www.sgs.utoronto.ca/academic-progress/program-completion/formatting/)
	3. [Thesis Template](https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/08/Thesis-Template_Aug.2019.docx) (https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/08/Thesis-Template\_Aug.2019.docx)
	4. [Copyright permissions](https://www.sgs.utoronto.ca/academic-progress/program-completion/copyright/)(<https://www.sgs.utoronto.ca/academic-progress/program-completion/copyright/>)
 | Student | 🞎 |
| 1. Submit Thesis to Supervisor
 | Student | 🞎 |
| 1. Student and Supervisor decide on the composition of the Exam committee (Exam committee is composed of the advisory committee plus one additional faculty member)
 | Supervisor and Student | 🞎 |
| 1. Student and Supervisor consult with the committee members to finalize the date and time for the Exam
 | Supervisor and Student | 🞎 |
| 1. Book Exam room (if the student opts to hold Exam in the Medical Sciences Building, the student will inform the graduate office. The graduate office will book the room)
 | Student or Department | 🞎 |
| 1. Submit [MSc Final Defense Request Form](https://lmp.forms-db.com/view.php?id=11513) (at least 4 weeks before Exam)

https://lmp.forms-db.com/view.php?id=11513 | Student | 🞎 |
| 1. Exam is approved by the Department
 | Department | 🞎 |
| 1. Send Thesis to the Exam Committee and Chair (at least 2 weeks before Exam)
 | Student | 🞎 |
| 1. Send [Defense Chair Instructions](https://lmp.utoronto.ca/sites/default/files/inline-files/msc_chair_instructions.pdf) to the Exam Chair<https://lmp.utoronto.ca/sites/default/files/inline-files/msc_chair_instructions.pdf>
 | Student | 🞎 |
| 1. Bring MSc Thesis Defense Committee Report to Exam
 | Student  | 🞎 |
| Post-Exam |  |  |
| 1. Submit MSc Thesis Defense Committee Report to the Department (MSB 6209)
 | Student | 🞎 |
| 1. Thesis corrections
	1. No Corrections - 2 days for submission
	2. Editorial Corrections - 1 week for submission
	3. Minor Revisions - 2 weeks for submission
 | Student | 🞎 |
| 1. Supervisor notifies Graduate office that corrections have been made
 | Supervisor | 🞎 |
| 1. If applicable, submit [Restrict Thesis Release Date Form](http://www.sgs.utoronto.ca/Documents/Restrict-Thesis-Release.pdf) to the Department.<http://www.sgs.utoronto.ca/Documents/Restrict-Thesis-Release.pdf>
 | Student | 🞎 |
| 1. Submit Thesis <https://www.sgs.utoronto.ca/academic-progress/program-completion/completing-degree-requirements-for-thesis-programs/>
 | Student | 🞎 |