MSc Exam Checklist

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| --- | --- | --- |
| TaskPre-Exam | Done By |  |
| 1. Student's advisory committee recommends MSc thesis defense (last committee meeting)
 | Committee | 🞎 |
| 1. Preparation of Thesis
	1. [Department requirements](https://www.lmp.utoronto.ca/program-completion) (https://www.lmp.utoronto.ca/program-completion)
	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://www.lmp.utoronto.ca/file/236) to the Exam Chairhttps://www.lmp.utoronto.ca/file/236
 | 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. Minor Corrections – 1 week for submission
	3. Major Corrections – 3 weeks for submissions
 | 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 | 🞎 |