



### Master’s Thesis Checklist

The Master’s Thesis is typically defended at the end of your second year in the Master’s program. Please use the following checklist to help plan for your Master’s thesis.

You will be asked to present a summary of your thesis in a 20-30 minute presentation. Once you finish your presentation, the Chair will ask each member of your committee in turn to question you. Once the question portion is completed, you will then be asked to leave the room while your committee discusses your presentation and defense. When the committee is finished, you will be invited back into the room to hear their recommendations.

#### Suggested Timeline

To see a sample timeline of your progress through the Graduate Program, please visit <https://neuroscience.centreforbrainhealth.ca/current-students/how-long-should-it-take-complete-neuroscience-graduate-program>.

#### Getting Started

Task	Completed
Read Graduate and Postdoctoral Studies Dissertation and Thesis Preparation: <a href="https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation">https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation</a>	
Meet with your supervisor to discuss your thesis timeline and plans	
Make sure you register for NRSC 549 each term to conduct your research	
Meet with your committee once a year, and get their approval to start writing your thesis (This should be documented in a Committee Report form and submitted to <a href="mailto:ubc.neuroscience@ubc.ca">ubc.neuroscience@ubc.ca</a> )	
Research the deadlines for graduation – your thesis will have to be submitted to CIRClE in advance of the deadline: <a href="https://www.grad.ubc.ca/deadlines">https://www.grad.ubc.ca/deadlines</a>	

#### Schedule Your Defence

Task	Completed
2-3 months before: <ul style="list-style-type: none"> <li>Start scheduling in advance of when you want to defend</li> <li>Arrange a date, time and location -Try <a href="#">Doodle</a> or <a href="#">When2Meet</a></li> <li>Book a room location</li> <li>Apply for graduation: <a href="https://www.grad.ubc.ca/current-students/graduation/applying-graduate">https://www.grad.ubc.ca/current-students/graduation/applying-graduate</a></li> </ul>	
1 month before: <ul style="list-style-type: none"> <li>Ask one of your committee members to serve as chair for your defence</li> <li>Review the Thesis Submission Policy: <a href="https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission">https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission</a></li> </ul>	



<ul style="list-style-type: none"> <li>Review cIRcle submission policy: <a href="https://circle.ubc.ca/submissions/submit-content/theses-and-dissertations/">https://circle.ubc.ca/submissions/submit-content/theses-and-dissertations/</a></li> <li>Register for cIRcle: <a href="https://circle.library.ubc.ca/register">https://circle.library.ubc.ca/register</a></li> </ul>	
<p>1 week before meeting:</p> <ul style="list-style-type: none"> <li>Send an email reminder with date, time and location to all committee members           <ul style="list-style-type: none"> <li>Email your chair the Instructions document: <a href="https://neuroscience.centreforbrainhealth.ca/current-students/forms">https://neuroscience.centreforbrainhealth.ca/current-students/forms</a></li> </ul> </li> <li>Ask your supervisor if you need to bring anything else to the defence (for example, should you bring coffee or other refreshments)</li> </ul>	
<p>1 -2 days before meeting:</p> <ul style="list-style-type: none"> <li>Send an email reminder with date, time and location to all committee members</li> <li>Review the Thesis Approval Form policy: <a href="https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/thesisdissertation-approval-forms">https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/thesisdissertation-approval-forms</a></li> <li>Print the Master’s Thesis Approval Form: <a href="https://www.grad.ubc.ca/forms/masters-thesis-approval">https://www.grad.ubc.ca/forms/masters-thesis-approval</a> and bring it with you to the defence</li> <li>Print the Master’s Thesis Grade and Chair Report and bring it with you (<a href="https://neuroscience.centreforbrainhealth.ca/current-students/forms">https://neuroscience.centreforbrainhealth.ca/current-students/forms</a>)</li> </ul>	

**During Your Defence**

Task	Completed
Make sure to get to the room early to prepare. Take a deep breath!	
Give the chair the Instructions and Master’s Thesis Grade and Chair Report	
Have all members sign the Master’s Thesis Approval form, except your supervisor	

**After Your Defence**

Task	Completed
Make sure your chair emails the Grade and Chair report to the Neuroscience Graduate Director and Coordinator	
Make all required changes to your thesis	
Once final changes are completed, get your supervisor and/or committee to sign the Master’s Thesis Approval form	
Submit your final, defended thesis electronically as a PDF to UBC cIRcle: <a href="https://circle.ubc.ca/submissions/submit-content/theses-and-dissertations/">https://circle.ubc.ca/submissions/submit-content/theses-and-dissertations/</a>	



THE UNIVERSITY OF BRITISH COLUMBIA

**Neuroscience Graduate Program**

The University of British Columbia  
3402-2215 Wesbrook Mall  
Vancouver, BC Canada V6T 1Z3

Phone 604 822 7375

[ubc.neuroscience@ubc.ca](mailto:ubc.neuroscience@ubc.ca)

<http://neuroscience.centreforbrainhealth.ca/>

Email the completed Master's Thesis Approval form to Graduate Studies <a href="mailto:graduate.thesis@ubc.ca">graduate.thesis@ubc.ca</a> and copy the Neuroscience Graduate Program <a href="mailto:ubc.neuroscience@ubc.ca">ubc.neuroscience@ubc.ca</a>	
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