# **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)    2. [SGS requirements](https://www.sgs.utoronto.ca/current-students/program-completion/completing-degree-requirements-for-thesis-programs/)    3. [Thesis Template](https://www.sgs.utoronto.ca/current-students/program-completion/formatting/)    4. [Copyright permissions](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 | 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](https://www.sgs.utoronto.ca/wp-content/uploads/2019/06/restrict-thesis-release.pdf) to the Department. | Student | 🞎 |
| 1. [Thesis Submission](https://www.sgs.utoronto.ca/current-students/program-completion/electronic-thesis-submission/) | Student | 🞎 |