

10. Appendix C: MSc defense examination checklist

Week	Date Completed	Task	Responsibility
-10+		Check to make sure there is enough time to complete the process before the deadline for submission of the thesis without financial penalty.	Candidate and Advisor
- 9+		Read the document “ <u>MSc Defense Process in the School of Environmental Sciences</u> ” and make sure that the thesis conforms to the requirements.	Candidate
-9		Read the “Office of Graduate Studies, Thesis Submission Procedures” and make sure you are ready to proceed	Candidate
-8		Discuss appropriate people to serve on the Examination Committee with the Advisor and Advisory Committee.	Candidate
		Fill out <u>Examination Request Form</u> and send to Associate Director (Graduate Studies) for information and confirmation of selected Chair of the Examination and members of the Examination Committee.	Candidate and Advisor
-6		Confirm chair for the defense	Associate Director, Graduate Studies
-4		Provide signed Examination Request Form and copy of thesis to the Chair of the Examination.	Candidate

Week	Date Completed	Task	Responsibility
-3		Sign the Examination Request Form and send to the Graduate Program Assistant	Chair of Examination or Associate Director, Graduate Studies
		Arrange room for defense, print, and distribute notice of examination	Graduate Program Assistant
-2		Provide copies of thesis to all examiners	Candidate
-1 d		Pick up EXAMINATION PACKAGE (Certification of Approval and Recommendation for Graduation forms) from the Graduate Program Assistant.	Chair of Examination
0		Prepare room for defense; obtain projector and computer, and, if desired, appropriate libations.	Candidate or Advisor
0+		Submit the EXAMINATION PACKAGE forms to the Graduate Program Assistant after the examination (even if all signatures have not been obtained).	Chair of Examination