

## Steps to Complete Prior to Submission of Theses/Dissertation Defence Request

<p>Begin preparing your final thesis/dissertation/project/practicum using the "UNBC Formatting Guidelines for Dissertations, Theses and Projects": <a href="https://www.unbc.ca/graduate-programs/theses-defendable-projects">https://www.unbc.ca/graduate-programs/theses-defendable-projects</a></p>
<p>Ensure that all forms and paperwork have been submitted to the Office of Graduate Administration, including:</p> <ul style="list-style-type: none"><li>A current Progress Report;</li><li>A Program Approval (if required by the program);</li><li>A Supervisory Committee Form</li></ul>
<p>Ensure that your Supervisory Committee is correct and current. If not, a Supervisory Committee Approval Revision Form must be completed and emailed to the Office of Graduate Administration at <a href="mailto:grad-office@unbc.ca">grad-office@unbc.ca</a>.</p>
<p>If your supervisory committee is in agreement that your thesis/dissertation and project is ready for examination, then proceed with the rest of this checklist.</p>
<p>Remind your supervisor of the need to recommend an external examiner. Review the "Policy on the Appointment of an External Examiner (Theses/Dissertations)": <a href="https://www.unbc.ca/graduate-programs/theses-defendable-projects">https://www.unbc.ca/graduate-programs/theses-defendable-projects</a>.</p>
<p>Ensure that you have registered in the current semester you are defending in and that you have applied to graduate.</p>
<p>Master's and PhD. Defences must submit a "Request for Oral Examination Form" as per their time lines (6 weeks for Master's and 8 weeks for Dissertations). Check on the Office of Graduate Administration Web Page for the Request for Oral Submission Deadlines (Theses/Dissertations). Read the Oral Request for Examination Form for additional instructions. A digital PDF and word doc of the draft Thesis/Dissertation must be emailed to <a href="mailto:grad-office@unbc.ca">grad-office@unbc.ca</a>.</p>
<p>Projects/Practicums/Major Papers/Comp Exams: you are required to ensure all required forms have been submitted prior to applying for graduation and must submit an application to graduate in the semester in which you will complete. Upon completion of your final capstone your supervisor will submit a final grade form to grading for processing. It is your responsibility to ensure that all degree requirements have been met prior to completion of your final capstone and to apply to graduate by the deadline.</p>