

MSc Thesis Defense and Program Completion Checklist

In order to use this checklist, you will need to select a target defense date and work backwards from there. Your timeline to completion may require modification to accommodate delays and/or holidays.

By the end of Year 1 in the Program:

- Review the [MSc Thesis and Examination Guidelines](#)
- Hold 1-2 PAC meetings
- Complete all required coursework
- First author paper is in progress (recommended)

Approximately six months prior to intended defense date:

- Ensure that all degree requirements are met by checking the [Master of Science Program Requirements](#) section of our website
- Start writing your thesis
- Follow the IMS thesis submission checklist and submit with your full examination package
- If necessary, arrange to meet with a Graduate Coordinator or IMS Staff Member if any complications arise.

Approximately 3 months prior to final defense date:

- Complete thesis writing and revisions
- Hold a Final PAC Meeting for approval to proceed to the defense
- Select the Examination Committee membership and determine the potential examination date/time
 - Carefully review the examiner roles and eligibility criteria with your Supervisor
 - Your Supervisor is responsible for contacting potential Examiners and confirming their willingness and availability to participate in the prescribed roles

At least 6 working weeks prior to final defense date:

- Submit your MSC Final Oral Examination package to IMS for approval
 - All information must be complete, legible and accurate. Please ensure examiner e-mail addresses and contact phone numbers are correct. Incomplete forms will not be processed.

Note: The Examination Package, including all supporting documentation, is submitted electronically through the website portal. Incomplete packages will not be accepted.

After the final defense date:

- Complete post-examination thesis corrections or modifications (if applicable)
- Supervisor or modifications sub-committee chair (whichever applies) must send a confirmation of completed corrections email to pa.medscience@utoronto.ca
- Student must ensure that conditions for graduation (i.e. payment of fees) are met
- [Upload thesis electronically to SGS](#)

Optional: Provide a faux-leather hard-bound thesis to the IMS office for display in the IMS thesis library

Convocation takes place in November, June or March (in absentia, if requested).