

Final Exam Information - MSc Thesis-based

The following are guidelines for MSc Thesis-based Graduate Students and their Supervisors to finalize the completion of their graduate program:

- Committee composition: Minimum three faculty members from the University of Alberta; One committee member must be from the University of Alberta and arms-length.
- The supervisor must approve the thesis for final examination before a final exam date can be set.
- The supervisor is responsible for contacting the Department Graduate Program Administrator with the names and roles of the final exam committee members, date and time of final examination.
- The Department Graduate Program Administrator will book the room, assign the Committee Chair, and submit the paperwork to FGSR.
- The Graduate Student can choose between two different title pages. One title page will indicate the student's specialization the other will not. Students using the title page with the specialization must check with the Graduate Program Assistant for the correct specialization.
- **6 weeks prior** to the final examination review information on [Thesis Requirement & Preparation](#) and AFNS Preface Page and Published Works Guidelines.
- **3 weeks prior** to the final examination date the Graduate Student must submit the final version of his/her thesis to the committee members. Please do not make any changes to the thesis once it has been submitted to the committee members until after the exam.
- **3 weeks prior** to the final examination date the Graduate Student must reserve the lap top (if required). An LCD projector is permanently located in Rooms 3-18J and 4-10C. The student must book an LCD projector if the exam is *not* booked in one of these two rooms. Contact Technical Resource Group at 492-3923 (**book the projector for your supervisor for an exam; do not indicate it is for you**; a cost is assessed if booked under student's name). AFNS lap top can be booked through Max Amerongen, 915-2256.
- **1 week prior** to the final examination date the Graduate Student must email the abstract and thesis title to grad.ales@ualberta.ca.
- **1 week prior** to the final examination date please return any borrowed thesis to the Graduate Program Administrator.
- The Graduate Student's seminar should be approximately 20-30 minutes long with questions to follow.
- The Graduate Student must set up an appointment with the committee chair of his/her examination 1 week prior to the final examination date to discuss the examination process.
- Committee members will sign off on the Thesis Approval Program Completion form at the end of the exam (excluding the committee chair unless he/she is an examining committee chair). The Committee Chair is responsible for obtaining the signatures at the end of the exam. If corrections to the thesis are required, the supervisor will withhold his/her signature until after corrections have been completed. Other committee members also have the option of signing off after corrections have been completed.
- After corrections have been made and the supervisor has signed off on the signature page, the Graduate Student submits an electronic copy of the final version of his/her thesis to FGSR. If the supervisor requests a

hardcover bound copy of the thesis the student must submit one copy for binding to McCallum Printing (Tory Building). Student will need to use a computer with a PDF converter program (downloadable ones from the internet do not work with larger documents) and a printer that can print 8 ½ x 14 for the License Agreement. You will also need to log on for Library Access which takes 24 hours for approval.

- Complete the Graduate Student Check Out List and submit to AFNS Reception with department keys to obtain the key deposit. Your desk must be cleaned out and the keys returned to 4-10 AgFor no later than two weeks after your final exam.
- [Deadline dates](#) to submit the thesis can be found on the FGSR web site. You must submit your thesis to FGSR within 6 months of your defense date.
- You must apply to [convocate](#) through Bear Tracks