



## MSc Defence Checklist

### Submit to the Department

[MSc Pre-Defence Information Form](#) has been submitted to the Graduate Secretary

### Submit via DalOnline

Complete an [Application to Graduate](#)

Ensure [Program Requirements](#) match the Academic Record exactly, including audited courses

Annual [Progress Report](#) is completed and approved

### Review via DalOnline

Ensure grades are recorded for all courses. Note that OCEA 9000 will remain 'in progress'

Check Student Account for outstanding balances

### Review with Library

Check with the Library for any outstanding balances

### Submit to the Faculty of Graduate Studies

[FGS Format Check](#) has been completed

### For the Defence

Bring a copy of the [Master's Thesis Approval Form](#) to the Defence

### MSc Defence Timeline

Prior to proceeding with scheduling the Defence, the thesis should be distributed to the Advisor(s) and Advisory Committee for review and final approval.

Four weeks prior to the Defence:

- Have the [Thesis Format Check](#) completed by FGS
- Submit the [MSc Pre-Defence Information Form](#) to the Graduate Secretary

Following the Defence:

- Have the Examining Committee members sign the [Master's Thesis Approval Form](#).
- Submit required changes to the Advisor(s) within the timeline set out following the Defence.
- [Submit](#) the final PDF-file version of the thesis via DalSpace.
- [Submit](#) various completed forms to FGS.
- Submit the [Bound Thesis Order Form](#) to the Graduate Secretary.

Further information can be found in the [Graduate Handbook](#), Section 4.03