

# Finishing up your M.Sc. in CSB

1. Once you have had your supervisor confirm that your thesis is ready to be distributed to the other examiners, have your supervisor sign the 'MSc Approval of Thesis' form, and submit the form (electronically) to the CSB Graduate Office.

2. Come to a consensus with your supervisor and the other three examiners on the date, time, and location for your MSc examination. If one of the examiners from your supervisory committee is unavailable, you will need to secure another examiner from CSB or another appropriate graduate department at UofT. The fourth examiner will be a UofT graduate faculty member from outside of your supervisory committee. This examiner will often be from CSB, but he/she can have a graduate appointment in any department at UofT. Once you have these details, inform the CSB Graduate Office, and include an electronic copy of your thesis abstract. \*Note that one of the supervisory committee members (but not the supervisor) will serve as examiner and chair of the exam.

3. The thesis should be sent to the examiners at least two Fridays before day of the examination.

4. After the defense and when final revisions to the thesis have been approved by your supervisor, he/she will sign the 'Approval of Thesis Following Departmental Examination' form and send it to the CSB Graduate Office. The Graduate Office will then submit a Degree Recommendation form to the School of Graduate Studies. At this point, the student should submit the thesis to SGS on the ProQuest Digital Library Repository (<https://www.etdadmin.com/main/home?siteId=623>).

Once the Degree Recommendation form and an electronic version of the thesis have both been submitted to SGS, the student has officially completed their program of study.

Full details on how to submit your thesis on ProQuest can be located on the SGS website at:

<https://www.sgs.utoronto.ca/current-students/program-completion/producing-your-thesis/>

5. Pay close attention to thesis submission deadlines, because the deadlines are strictly enforced. They are typically on a Friday (usually the last Friday in September to avoid Fall Session tuition and fees, and mid-January to avoid Winter Session tuition and fees). Submitting your thesis on the weekend or the following Monday is too late. These dates also have implications for when you can convocate, and they are always posted in the current CSB Graduate Handbook as well as the School of Graduate Studies website. If in doubt, ask the CSB Graduate Office or view 'Sessional Dates' on the SGS website.

6. Check your *@mail.utoronto.ca* email address regularly. All correspondence surrounding convocation will be sent to your email address. Also be sure to keep both your MAILING and PERMANENT addresses listed on ACORN up-to-date.

## Frequently asked questions from MSc grads, after submitting the final, revised thesis on ProQuest:

**Q:** I submitted my final thesis to SGS three weeks ago, and my invoice still shows that I owe tuition for the full year. When will this be updated?

**A:** It can take weeks for student invoices to be updated, so patience is sometimes required. It's important to know that the final invoice WILL be revised if you are not going to be registered for the Fall and/or Winter sessions, after completing your program requirements.

**Q:** Do I have to submit a bound copy of my thesis to the department?

**A:** No. Because theses must be submitted electronically on ProQuest, there is no need for the department to ask for a bound copy.

**Q:** Do I have to request convocation on ACORN?

**A:** No. A complete list of MSc grads eligible for convocation is submitted by the CSB Graduate Office to SGS.

**Q:** I am finishing my degree requirements in May, which means I will not be formally convocating until November. Can I get a letter stating that I have completed my degree requirements?

**A:** Yes. If the letter does not have to be official, the CSB Graduate Office can draft a letter on CSB letterhead. However, most graduate programs, medical schools, or other professional programs will require an official letter from SGS. These can be ordered after you have submitted your final, defended, revised thesis to SGS. Look for the 'Confirmation of Degree Requirements' letter on the SGS website at:

<https://www.sgs.utoronto.ca/current-students/student-forms-letter-requests/>

**Q:** How can I order extra tickets for my convocation ceremony? (for November and June convocation)

**A:** Everything you could possibly want to know about convocation can be found on the Office of Convocation website. They deal exclusively with all issues surrounding the convocation process, and their website has an excellent FAQ page. If anything is unclear, you can email them directly. Their website is:

<https://governingcouncil.utoronto.ca/convocation>

**\*Note:** You will not receive any information (by email) about your convocation until approximately three weeks before the actual convocation date. But you can check their website for updates any time.