

MASc Thesis Defense Guidelines

1. Room & Equipment booking:

Typical rooms booked for defenses are CEME 2202 or KAIS 5004 .

CEME 2202 can be booked through the MECH office reception via email (reception@mech.ubc.ca) or by calling 604-822-2781.

KAIS 5004 can be booked via email (reception@apsc.ubc.ca) or call 604-822-6413 in the Dean's office and provide the following information:

- The purpose of booking
- Your supervisor's name and phone number

Including prep time, you will need about 3 hour to complete the entire defense process.

AV Equipment, such as a lap top or projector, can also be booked through the MECH office reception.

2. Thesis Announcement:

Please email the following information to Mech Student services (students@mech.ubc.ca) at least 1 week prior to the examination date:

- Date, time & location
- Thesis title
- Abstract (a PDF attachment)
- List of the Examining Committee; please indicate:
 - Supervisor
 - Professional Title (e.g. department/company name) for non-MECH individual

3. On the defense day bring the following documents with you:

- A copy of your unofficial UBC transcript (available via the SSC)
- Master's Thesis Approval Form (can be found on www.grad.ubc.ca)

4. Thesis Submission:

Please follow the G+PS instructions:

<https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>