

## Final Exam Planning Checklist - MSc

### Student:

- Submit draft thesis to Supervisor and Supervisory Committee for review. Include your completed [LMP Thesis Preparation Checklist](#). This can take 2 weeks or more. More than one round of review may be necessary.
- Collect Supervisor and Supervisory Committee members' signatures on the [LMP Departmental Acceptance of Thesis](#) form indicating that the thesis is of adequate substance to proceed to the Final Oral Examination.
- Submit the signed thesis acceptance form (including the checklist) to the LMP Grad Program Office as soon as possible and **not less than 4.5 weeks prior to exam**.
- Before the exam is booked, advise your supervisor and the LMP Grad Program office ([LMPgrad@ualberta.ca](mailto:LMPgrad@ualberta.ca)) if you wish your exam presentation (20-30 minutes) to be public. The presentation is otherwise closed and for the examining committee only.
- ~4.5 weeks prior to exam**: send a PDF of thesis to the [LMP Grad Program office](#). The LMP Grad Program office distributes this exam copy of the thesis to the examining committee and exam chair.
- You are encouraged to review [Examination: Tips and Strategies](#) on the LMP Grad Program website.
- You are encouraged to hold mock exams with lab peers as well as students not familiar with your research topic. The LMP Grad Students' Group can help set this up.
- One week prior** to the final examination, it is your responsibility to meet with the Examination Chair to review the logistics of the examination.

### Supervisor:

**It is the responsibility of the supervisor to ensure that the student does not make exam arrangements.**

- ~8 weeks prior to exam: begin process of identifying an arm's length examiner and tentative exam dates.
- Notify the [LMP Grad Program office](#) of exam details as soon as possible and **not less than 4.5 weeks prior to exam**. Include:
  - the arm's length examiner
  - exam chair (consult with the LMP Graduate Coordinator)
  - date, time (plan for 3 hours) and location. Notify the [LMP Grad Program office](#) if you need assistance booking a room.
- The LMP Grad Program office prepares and sends you the [Notice of Examining Committee & Examination Date](#).
- Review, sign the exam notice, and submit it to the [LMP Grad Program office](#) as soon as possible and **not less than 4.5 weeks prior to exam**. The LMP Grad Program office collects the Graduate Coordinator signature, and submits the form to FGSR.
- Any refreshments offered during the exam are the responsibility of the supervisor.

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The LMP Grad Program office sends the exam notice and the thesis to the examining committee, exam chair, and student.