



### LLM Thesis Submission Guidelines

1. Application for graduation: please submit your application for graduation through the SSC.
2. Deadlines: Please check the deadlines for application for graduation and thesis submission on the G+PS website here: <https://www.grad.ubc.ca/deadlines>
3. Preparing your thesis for submission: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>
4. Final Thesis submission guidelines: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>
5. Required Forms: Before you will be permitted to upload your LLM thesis to UBC Circle please forward the completed forms indicated below to me at **minimum a week before your planned submission date**. Once I receive the forms I will submit both to the Thesis Office at G+PS. Both forms must be received by the Thesis Office before you will be able to upload your thesis to UBC Circle, please click on the active link for each form below:
  - a. Masters Approval Form
  - b. Thesis Submission Cover Sheet
6. Supervisory Committee: As soon as the members of your supervisory committee are determined (for LLM students this is your principal supervisor and one reader who is usually a member of faculty) please let me know so that I can enter your committee members into your student record on the SSC.
7. Recommendation: The Thesis Office at G+PS will become inundated with processing thesis submissions leading up to the thesis submission deadline(s). It is best to submit your thesis forms and upload your thesis to UBC CIRCLE at least two weeks ahead of the deadline. This is to allow you sufficient time to address any last-minute formatting changes that the Thesis Office may require.
8. Program End Date and Tuition fees: You will receive notification from the Thesis Office has been accepted into UBC CIRCLE and the date that your thesis was accepted. Once your thesis has been accepted (not submitted) into UBC CIRCLE your program will close. Any tuition that you have paid will be pro rated and the balance refunded to you through direct deposit into your bank account.

If you have any questions or require any clarification please contact Joanne Chung, the Graduate Program Advisor for the research-based Programs at: [jchung@allard.ubc.ca](mailto:jchung@allard.ubc.ca)