



## FRAN 599 — Thesis Graduation and Oral Exam Checklist

All forms mentioned below are available on the [Faculty of Graduate Studies website](#). Further graduation guidelines can be found on the Faculty of Graduate Studies (FGS) website: [Graduation & convocation for graduate students](#).

### Before the Oral Exam

- The student verifies the [CAPP Report](#) and completes the [application for graduation](#), available in the Graduation Requirements and Deadlines tab of [MyPage](#). The deadline is February 15 if completing in the Spring term, July 15 if completing in the Summer, and November 15 if completing in the Fall. If information on the Report is inaccurate, contact the [Graduate Secretary](#) who will email the Graduate Admissions and Records Office (GARO) with program changes.
- The student emails a PDF copy of the final version of the thesis to the [Graduate Secretary](#) and the [Graduate Advisor](#).
- The Graduate Advisor and the Supervisor will decide on a time and date for the defence after consultation with the student and members of the supervisory committee. Room booking, virtual defence details and announcement of the defence is the responsibility of the Graduate Secretary and Graduate Advisor.
- The Supervisor fills and signs the [Request for Oral Examination \(ROE\)—Master's form](#). The Graduate Secretary gets the committee members to sign the form and submits it to FGS **at least 20 working days before the oral exam**. Once this form has been completed and submitted to FGS, no changes are to be made to the thesis prior to the oral defence.
  - If applicable, the Graduate Secretary also submits to FGS a copy of the Human Research Ethics Board Certificate of Approval (shared by the student).
- The student will receive instructions from GARO to create an account on [UVicSpace](#); they must follow these instructions. If they intend to temporarily withhold their thesis, they will submit a [Withholding Form](#) to [FGS](#). Approval must be obtained before they upload their thesis to UVicSpace, after the defence.
- FGS submits an electronic version of the thesis to the external examiner. The student shall not have any contact regarding the evaluation of their thesis with the committee until the defence itself.
- On the day of the oral exam**, the student completes and submits the [Thesis/Dissertation Approval Form](#) to the Supervisor.

### After the Oral Exam

- The student makes all corrections to their thesis, as required by their examining committee, and makes sure the thesis format and file name match the [Final submission document requirements](#).
- Upon the completion of the FINAL version of the thesis (i.e., when all revisions are completed), the student will:
  - Email the PDF copy of the revised version of the thesis to the [Graduate Advisor](#) and the [Graduate Secretary](#), and will mention if they allow the Department of French and Francophone Studies to make the MA project accessible to the public, via the [departmental website](#);
  - Submit a PDF version of the final thesis to [UVicSpace](#) and will follow [all requirements](#). The thesis **must be submitted by the end of the term in which the student defended** (i.e., April 30, August 31, or last working day in December).
- The Graduate Secretary will submit to GARO the [Thesis/Dissertation Approval Form](#) signed by all committee members, including the external examiner, and the Letter of Recommendation signed by the Supervisor and the Department Chair.
- The student makes sure that their office is empty of all personal effects as well as any items associated with classes or TA work.
- The student returns office keys and borrowed books to the Department of French and Francophone Studies General Office (CLE C247).