

# DEGREE COMPLETION CHECKLIST

## Recommended Timeline for Completion

### MSc

- **4 weeks before the Request for Oral Exam is due:** give your thesis to your supervisor(s) for review and approval (allow 2 weeks)
- **2 weeks before the Request for Oral Exam is due:** give your thesis to your supervisory committee for their review and approval (in preparation to submit the Request for Oral Exam) (allow 2 weeks)
- **prior to 20 working days before defense:** submit [Request for Oral Exam](#)
- **15<sup>th</sup> of the last month of term:** all students should have had their defense by this date
- **last working day of term:** final deadline for all degree requirements (EVERYTHING must be submitted to Graduate Admissions and Records) no exceptions

### PhD

- **4 weeks before the Request for Oral Exam is due:** give your dissertation to your supervisor(s) for review and approval (allow 2 weeks)
- **2 weeks before the Request for Oral Exam is due:** give your dissertation to your supervisory committee for their review and approval (in preparation to submit the 'Request for Oral Exam') (allow 2 weeks)
- **prior to 30 working days before defense:** submit [Request for Oral Exam](#)
- **15<sup>th</sup> of the last month of term:** all students should have had their defense by this date
- **last working day of term:** final deadline for all degree requirements (EVERYTHING must be submitted to Graduate Admissions and Records) no exceptions

## Pre-Defense Preparations

- Refer to these [resources](#) provided by the Faculty of Graduate Studies.
- Apply to graduate via your Online Tools menu.
  - Apply by Nov 15 (December completion) or Feb 15 (April completion) for spring convocation; apply by Jul 15 for fall convocation (August completion).
  - A graduation fee is assessed at the time of the application and is payable by the end of the month in which the application is made. Sometimes plans do not work out, and if you do not complete your degree requirements as scheduled, you will need to reapply by completing the application again and paying the application fee. If you apply after the due date, you will have to pay a \$10 late fee.
- Ensure that your thesis is [formatted correctly](#).
- Follow the timeline above to have your supervisor(s) and committee approve your thesis for defense. Allow two weeks for committee members to review your thesis.

- ❑ Discuss your External Examiner with your supervisor(s). It is the responsibility of the supervisor(s) to contact the proposed External Examiner to confirm that they are willing to serve and that the date and time for the oral exam is satisfactory.
  - **MSc Exam:** The External Examiner must be someone who is familiar with the field of research. The external examiner may be from within the home academic unit, provided that there is at least one non-unit member on the supervisory committee. This person must not have had any involvement with graduate supervision of the candidate. The External Examiner can also be from outside UVic. Once the external examiner has been selected, there may be no communication about the student or their thesis between the External Examiner and the supervisor, committee members, or student prior to the oral defense. If communication is necessary, it must be made through the Office of the Dean of Graduate Studies.
  - **PhD Exam:** The External Examiner must be someone who is at arm's length and an authority within the field of research being examined. The External Examiner must be approved by the Dean of Graduate Studies after submission of a complete CV and Arm's Length Status form. For PhD, all (co-)supervisors must complete the [Nomination of External Examiner and Confirmation of Arm's Length Status](#) form that the Graduate Program Assistant will submit to FGS with a copy of the CV and the Request for Oral Exam form. Once the external examiner has been selected, there may be no communication about the student or their thesis between the External Examiner and the supervisor, committee members, or student prior to the oral defense. If communication is necessary, it must be made through the Office of the Dean of Graduate Studies.
- ❑ Coordinate a proposed date and time for your exam with your supervisory committee. Your supervisor(s) should coordinate with your External Examiner.

## Request For Oral Examination Form (ROE)

- ❑ Download the ROE form for [MSc](#) or [PhD](#).
- ❑ Confirm a time and date for your exam.
- ❑ Ask the Graduate Program Assistant to book a room for your exam. Make sure to specify if you need video conferencing.
- ❑ Ask committee members to sign the ROE to signify that (a) that they have examined the thesis and are satisfied that it represents an examinable document; and (b) that they are available for the oral exam at the specified date, time and location.
- ❑ **PHD students only** – Your (co-)supervisor(s) needs to complete the [Nomination of External Examiner and Confirmation of Arm's Length Status](#) form. Make sure to coordinate this with them. A current CV, including publications, must be submitted with the form. The CV and Arm's Length Status form should be submitted by the (co-)supervisor(s) to the Graduate Program Assistant.
- ❑ The student is responsible to **submit the completed ROE form, and a pdf copy of the thesis or dissertation, to the Graduate Program Assistant**, at least two working days prior to the 20 or 30 working day deadline in the next bullet point. FGS will send the thesis/dissertation to the external examiner.
- ❑ The Graduate Program Assistant will obtain the signature of the Grad Advisor and will then submit the completed ROE form and a copy of the thesis or dissertation to the Faculty of Graduate Studies within the following deadlines:
  - MSc – Submit ROE 20 working days before your exam
  - PhD – Submit your ROE 30 working days before your exam
- ❑ [Register](#) for UVicSpace. After your Oral Exam, once your final thesis has been approved, you will use UVicSpace to digitally submit your final, approved thesis.

## At The Oral Examination

At the oral examination, you will give a brief, 20-minute presentation summarizing your thesis work. This will be followed by questions. The external examiner has the first opportunity to ask questions, followed by the committee members, with the supervisor being last. A second round of questions may take place. You will then be asked to leave the room while the committee arrives at an assessment of the oral exam of your thesis and the written thesis itself. You will then be notified of the committee's decision and of any further actions that need to be taken. Your supervisor will be your contact to ensure that final revisions are carried out as agreed at the oral exam.

Before the oral exam, the Graduate Assistant will prepare two forms that will be signed at the exam and HELD by the supervisor or Graduate Assistant after the exam until the supervisor has approved any required revisions. The two forms are:

- Letter of Recommendation: to be signed by the supervisor and chair of the department after all degree requirements are completed.
- Thesis/Dissertation Approval Form: to be signed by all members of your supervisory committee **AND** the External Examiner.

## After The Oral Examination

- Complete any revisions requested by your committee.
- Notify the Graduate Assistant that your revisions have been accepted by your committee. They will then submit your final paperwork.
- [Submit your thesis to UVicSpace](#) for archiving by the library. Your thesis will be approved or rejected based on correct formatting. If your document is rejected, make any corrections and resubmit to UVicSpace. When your thesis has been approved, you will receive an email confirming that your thesis has been archived. The revisions and UVicSpace submission process can take over a week depending on how many revisions you need to do. Plan to allow yourself time to complete the revisions.
- (optional) Ask the Graduate Assistant about thesis binding procedures, if you would like to have yours bound.

## Leaving The Department

- Return all keys and textbooks etc. to the appropriate contacts.
- Remove any personal items from your office, desk, and lab.
- Update your forwarding address on MyPage.
- Settle any outstanding fees with Graduate Admissions and Records and the Accounting department (or you will not be allowed to graduate).
- Be aware that your UVic email and Netlink ID will be valid indefinitely; however, you will lose access to the library and other such services after a period of one year.