BEFORE STARTING THE DEFENCE PROCESS

REGISTRATION: MEng students must be registered in ECE 509 & ECE 598 for the term in which you defend.

*Co-op: Graduate Students can defend in the same term they are on Co-op. You must be registered in a Co-op work term, ECE 509 & ECE 598; being registered in all three of these courses will require you to pay more tuition. A Graduate Student may go on a Co-op work term after their defense only if it is the **final Co-op work term** required to obtain the Co-op Designation.*

STEPS FOR THE STUDENT

1. **Meet with your supervisor:**
   Begin your program completion steps by meeting with your supervisor to see if you are ready to defend.

2. **Meet with Graduate Secretary:**
   It is highly recommended you meet with the Graduate Secretary to go over program completion information.

3. **Email project to your supervisor and supervisory committee:**
   Email your project to your supervisor for review. Once your project has been approved by your supervisor(s), please email the document to your supervisory committee (excluding the chair of the defence – supervisor will email) for review.

4. **Schedule defence & complete the first page of the Checklist for Non-Thesis Oral Examinations form (second page for chair to complete):**
   Meet with your supervisor to set a day, time and location (supervisor will book a room) of your oral examination. The Department recommends having at least 5 business days after the day of your oral examination and before the end of term to complete any "after defence" completion steps.
   Please collect the signatures of your supervisory committee on the Checklist for Non-Thesis oral examinations form found at the following link:
   https://www.uvic.ca/graduatestudies/forms-policies/data/non-thesis-oral-examination-checklist.pdf.

5. **Submit Checklist for Non-Thesis Oral Examinations form to graduate secretary:**
   The first page of the Checklist for Non-Thesis oral examinations and Withholding Form (if applicable) must be submitted to your graduate secretary a minimum of 10 business days before the defence (excluding weekends and statutory holidays).

6. **Email Title of Project and Time:** Please email your Graduate Secretary the title of your project and the time of your Oral Examination.

7. **Apply to graduate:**
   Complete the Application to Graduate online through your Online Tools. Please note: a credit card is required. For more information on graduation requirements and deadlines, please visit:
   https://www.uvic.ca/students/graduate/graduation-convocation/index.php.

Department of Electrical and Computer Engineering

MEng Program Degree Completion Steps

Application to graduate dates and deadlines to avoid late fee:

Final Term Registration	Application for Graduation Deadline	Convocation Ceremony
Fall (September - December)	15 November	Spring (June)
Winter (January - April)	15 February	Spring (June)
Summer (May - August)	15 July	Fall (November)

8. **Register to attend convocation:**
   If you will be attending the Convocation Ceremony, registration is required. Registration information can be found at the following link: https://www.uvic.ca/ceremonies/convocation/index.php.

9. **Apply for a Degree Completion Letter (optional):**
   A Degree Completion Letter confirms the status of your Application to Graduate. International students may use this letter to apply for a post-graduation work permit. Students who will be using this letter to confirm their degree requirements have been met prior to receiving their parchment/diploma should select the option to issue the letter once all degree requirements have been met. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed.

   Details can be found at the following link: https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-after-you-apply.

STEPS FOR YOUR SUPERVISOR

1. Nominate chair - Your supervisor will nominate a chair for your oral examination.
2. Email project to chair - Student is not to have correspondence with the chair.
3. Book room - Book the room for the oral examination
4. Notify committee members - Notify the supervisory committee members of the date and time of the oral examination

AFTER THE DEFENCE

1. Revisions - Make any necessary revisions to your project, receive approval from your supervisor
2. Upload - contact your Graduate Secretary for instructions ecegsec2@uvic.ca
3. Keys - Return signed out keys to EOW 448
4. CONGRATULATIONS, you are done!