STEP I
After having completed four of the six courses for the M.A, the student will inform the Graduate Adviser and the Graduate Secretary of her or his choice of supervisor and probable topic. The Graduate Adviser, in consultation with the student and supervisor, will assist the student in finding a second member (normally from within the Department) to serve on the supervisory committee.

STEP II
As soon as possible after the committee is constituted, the student, with approval from both members of her or his committee, will submit a 1000-word proposal and preliminary bibliography, to the departmental Graduate Studies Committee for approval. This step is necessary before the project may proceed further.

STEP III
Within one week of the project being approved, a date will be set for the oral defense of the proposal. The examining committee for the proposal will consist of the supervisory committee and the Graduate Adviser. The defense will normally not last more than an hour. Its purpose is to give the student the opportunity to develop and receive feedback on the thesis topic. The committee must agree that the defense is acceptable before the student may pursue the Thesis Option. At the end of a successful oral defense, the committee should discuss possible External Examiners with the student.

In the event that the committee does not unanimously determine that the defense is acceptable, the student may either ask to have the defense re-scheduled, or to change to the Non-Thesis Option.

The Graduate Adviser will send an e-mail announcement to regular faculty informing them of the successful defense of the thesis proposal, its title and the names of the members of the supervisory committee.

STEP IV
Please consult the Faculty of Graduate Studies document “Responsibilities in the Supervisory Relationship” for a definition of the role of the committee members and of the responsibilities of the student. Students should work closely with their supervisory committee in order to ensure that each member has sufficient time to evaluate the thesis at various stages of the writing process. The length of the thesis will normally be 80-100 pages.

When the supervisor is satisfied with the student's responsiveness to her/his input and comments, each draft chapter is ready to be read by the other committee member. When both committee members are satisfied that the thesis is in its final form, the supervisor and the committee member are ready to sign the “Request for Oral Examination (ROE)”. A pdf copy of the thesis must be submitted to the Graduate Adviser and Graduate Secretary at least twenty-five working days prior to the anticipated date of the oral examination. The supervisory committee will recommend an External Examiner, from outside the Department of French to the Dean of Graduate Studies, who will in turn name a chair for the final oral examination. It is the responsibility of the Graduate Adviser to schedule the oral examination at a time when all members of the supervisory committee are available. Once the date for the Oral Examination has been established, the Graduate Secretary will prepare the “ROE” following which the student will submit the form and associated
items (see “ROE”) in-person to the Faculty of Graduate Studies at least twenty working days prior to the anticipated date of the oral examination. Note that a PDF copy of the thesis must be submitted to the FGS on a CD or DVD. See the FRAN 599 Graduation and Oral Exam Checklist on the Department’s website.

**STEP V**
At the beginning of the oral examination, the candidate must submit the “Thesis Approval Form” to the supervisory committee.

The candidate should prepare an oral presentation (approximately 20 minutes) of the main points of the arguments made in the thesis, without using technical or literary jargon that might be incomprehensible to non-specialists. The student will also situate her or his research in the broader context of the chosen field.

After the oral presentation, the candidate will be questioned by the external examiner and the supervisory committee. Other members of the Faculty of Graduate Studies and finally, the audience, may also ask questions when the supervisory committee has completed its questioning of the candidate.

At the end of the session the candidate and the audience will leave the room and the supervisory committee will deliberate before reaching a decision on the recommendation to the Faculty of Graduate Studies.

**STEP VI**
When the supervisory committee is satisfied that the thesis is in its final form, the student will submit the thesis digitally to UVicSpace according to the Checklist for Submission of Master’s Theses and Doctoral Dissertations and the Student ETD Submission Steps.

N.B. It is the responsibility of the student to make sure that all fee installments have been paid and that the Application for Graduation has been filed with the Faculty of Graduate Studies. The deadline for submission of the Application is July 1 for Fall Convocation (with all requirements for the degree completed by August 31) and December 1 for Spring Convocation (with all requirements for the degree completed by April 30).

See also the Faculty of Graduate Studies’ Checklist for Master’s Students.

Revised January 2014