

Grad Student Checklist

This list is an approximate guide for obtaining your degree. For specifics and rules, consult with your supervisor/committee, the Graduate Secretary or the Graduate Advisor and continue to refer to the University of Victoria Graduate Student Academic Calendar.

ACTION

1. Meet with supervisor(s) to outline first-year curriculum and enroll in courses (you must pass EOS 525 and present at the Annual Graduate Student Workshop once during your program).
2. Establish a Supervisory Committee, report this to the Graduate Secretary and meet at least once per year (twice is recommended). Report outcome of meetings to Graduate Secretary.
3. (PhD only): Hold pre-candidacy committee meeting to determine content of candidacy exam.
4. (PhD only): Write thesis proposals and distribute to committee.
5. (PhD only): Pass candidacy exam.
6. Complete required coursework, present at Workshop and (PhD only) give a 1-hour seminar to the School normally within 6 mos. of defense.
7. Submit thesis draft to supervisor for review.
8. Form a timeline for completion of thesis in consultation with your committee and ensure that they will be available to provide comments on it at that time.
9. Distribute a copy of your thesis to committee for their revision suggestions. They should have about two weeks to provide input.
10. In consultation with your Supervisory Committee, establish a defense date and an external examiner. Submit PDF of thesis to Faculty of Graduate Studies with "Request for Oral (ROE)" form. Signatures of committee on ROE indicate your thesis is examinable.
11. Submit your Formal Application to Graduate.
13. Take Final Examination.
14. Make any required modifications to dissertation and obtain the necessary signatures from your committee members. Register for UVicSpace and digitally submit your thesis. Submit forms to Graduate Secretary. Email a PDF copy of final thesis to the SEOS Graduate Secretary.

WHEN

- Upon arrival on campus.
- Within 8 months of first registering.
- Within 20 months of registering (or 14 months of transferring from MSc program).
- At least 4 weeks before Candidacy Examination.
- Within 2 years of registering (or 18 months of transferring from MSc program).
- Approximately 2 months before you expect to complete writing your thesis.
- At least 6 (MSc) or 9 (PhD) weeks before defense.
- At least 20 working days (MSc) or 30 working days (PhD) prior to proposed examination date.
- Deadline to submit:
Nov 15th & Feb 15th for Spring Convocation (June).
July 15th for Fall Convocation (November).
- No earlier than 6 months after passing Candidacy Examination.
- Deadlines for completing all requirements for degree are the final business day in August for Fall graduation and in December or April for Spring graduation.