

## Final Oral Exam Guidelines - PhD

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**FORMS:** <https://www.uvic.ca/graduatestudies/forms-policies/index.php>

- PhD Request for Oral Examination form
  - Withholding form
  - Confirmation of Arm's Length Status form
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### **BEFORE YOUR DEFENSE:**

- Review the Oral Exam Guidelines here: <https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php>
- Notify the Departmental Secretary as soon as possible.
- Send a copy of your thesis to your committee (at least 2 weeks before the *ROE* form is due to the Departmental Secretary.)
- Finalize possible date and time of your defense. Your supervisor(s) will be responsible for contacting an external examiner.
- Submit your formal application to graduate:  
<https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreg/index.php>
- Inform the Departmental Secretary if the defense will be held through *Zoom*
  - \* *Zoom* – Your supervisor(s) will be responsible for arranging and will need to provide the Departmental Secretary a copy of the link.
- Contact Departmental Secretary to book a room.
- Send the Departmental Secretary:
  - \* Completed *ROE* form.
  - \* *Withholding* form (if applicable)
  - \* .pdf copy of your defendable thesis
  - \* an updated CV from the external examiner
  - \* confirmation of arm's length status form.
  - \* These must be submitted at **least 30 working days** before your defense date. When counting days, do not include statutory holidays, weekends, or the date of the defense.
  - \* *Please note that additional edits to your thesis will not be accepted once you have submitted your defendable thesis to the Departmental Secretary.*
- Register for a UVic Space account: <https://dspace.library.uvic.ca:8443/register>
- You and your supervisor(s) will receive the *Thesis/Dissertation Approval form* by email from the Departmental Secretary. Your committee will need to complete this form.

### **AFTER YOUR DEFENSE:**

- Email a copy of your FINAL thesis/dissertation to the Graduate Secretary.
- You must have your Final dissertation submitted in the UVicSpace by either December 31<sup>st</sup>, April 30<sup>th</sup>, or August 31<sup>st</sup>.
- Submit an electronic copy of your FINAL thesis/dissertation to UVicspace.
  - You will receive a “pre-defense” email with more information on links and guides to uploading your thesis online
  - You should receive an email from Graduate Admissions and Records with instructions on how to access UVicspace
  - Contact our Graduate Admissions & Records Advisor Sandra Basket [grad6@uvic.ca](mailto:grad6@uvic.ca) if you need assistance with the UVicSpace.