

The information below is provided to assist you in your preparation to complete your degree.

START THE PREPARATIONS EARLY!

Refer to a calendar & plan ahead many, many weeks in advance. Ideally, you should complete your writing one term with the plan to defend during the following term. Every thesis must be prepared and formatted in accordance with formatting guidelines established by the Special Collection Librarian.

[Formatting](#) – guidelines for thesis formatting
[Forms](#) – Request for Oral Examination (master’s thesis or doctorate)
 Thesis & Dissertation source from Graduate Studies, click [here](#)
 Examinations - General Regulations, click [here](#)
 Graduation and Convocation, click [here](#)

Timelines-- Why do we need to allow so much time for this process??? Consider that a committee member may be away travelling or they find the document may require a major rewrite of a section. Major rewrites take time and that may even result in your oral exam being moved to a different term. At this time, you should also be coordinating a proposed date and time for your exam with your committee. Your supervisor will be finding an External Examiner (or a Chair for the 598 / 597). A suggested timeline is below. The sooner, the better applies to these timelines!!

PHD Dissertation (699)	MSc Thesis (599)	MSc Project (598 & 597)
At least 8 weeks before your oral exam— your supervisor agrees that you have an approved, written dissertation that is ready to forward to committee members. Forward the dissertation to committee for review & approval. They need at least 7-10 days’ to provide feedback.	At least 6 weeks before your oral exam-- your supervisor agrees that you have an approved, written thesis that is ready to forward to committee members. Forward thesis to committee for review and approval. They need at least 7-10 days’ to provide feedback.	At least 3-4 weeks before your Project exam-- your supervisor agrees that you have an approved, written project ready to forward to Member #2 for review and approval.
AND . . .	AND . . .	AND . . .
At least 30 working days’ before your oral exam date– you submit the dissertation plus completed ROE to Faculty of Graduate Studies and other accompanying forms – through your Graduate Secretary	At least 20 working days’ before your oral exam date– you submit the thesis plus completed ROE to the Faculty of Graduate Studies—through your Graduate Secretary	At least 10 working days’ before your Project exam date– you submit the Project plus the completed Non-Thesis Checklist form to the Department Graduate Secretary

Consult with the graduate secretary who will help you check your CAPP (*Curriculum, Advising Program Planning*).

- A student **must complete** all required coursework before the planned oral exam.*
- A student **must complete** all required co-op work terms, if they’ve chosen the co-op option.*
- A student **must be registered** in dissertation (699), thesis (599) or project (597/598) in the term in which the oral exam occurs. Most students will usually register for their thesis for several terms before completing it. Note, if a student is completing a co-op work term and planning to hold their oral exam that same term, the student would pay for tuition registration fees plus co-op registration fees.

* Exceptions-- contact the department graduate secretary

All students **must complete** the “*Application for Graduation*” by signing in to **Online Tools**. Payment is by credit card.

FINAL REGISTRATION / THESIS DEFENSE	APPLICATION FOR GRADUATION DEADLINE *Additional fees are charged for late applications	CONVOCATION CEREMONY
If final registration and oral exam is Sep-Dec term →	Then, Apply for Graduation before 15 November	Spring (June)
If final registration and oral exam is Jan-Apr term →	Then, Apply for Graduation before 15 February	Spring (June)
If final registration and oral exam is May-Aug term →	Then, Apply for Graduation before 15 July	Fall (November)

FORMS:

- **REQUEST FOR ORAL EXAMINATION**, referred to as the “ROE” - **CSC 599, 699**
- **NON-THESIS ORAL EXAMINATION CHECKLIST** - **CSC 597 & 598**

SEE: <http://www.uvic.ca/graduatestudies/>



FORM: Request for Oral Examination (ROE) ← 599 & 699 student completes this form

→ **599/699**: The student will obtain the supervisory committee members’ signature after the student completes the Request for Oral (ROE) form-- after the thesis has been read & approved by the committee. **Their signature represents: (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 and time.** Then, submit the form to the Graduate Secretary who will obtain the graduate advisor signature. The Graduate Secretary will then submit same to Graduate Studies.

Are you Withholding your Thesis? *If yes, there is another form to complete and submit with the ROE form.*

Do you have Human Research Ethics Approval or Waiver? *If yes, then submit same with the ROE form*

The External Examiner is:

- to be identified by the academic supervisor as an expert who is at arm’s length authority within the research area being examined. The student will record the name and contact information on the ROE.
- not to have any contact with the student prior to the oral examination
- not part of the supervisory committee & will not sign the ROE
- not to have their name recorded on the thesis document
- not to be confused with the term *outside member*

FORM: Non-Thesis Examination Checklist ← 597 & 598 Graduate Secretary will help complete this form
*There is **no** External Examiner for a 597 or 598 project*



The student will email a pdf examinable version of the Project/Thesis/Dissertation to: gradsec@csc.uvic.ca

****This will be the document to be examined by the Oral Examining Committee.**

Supervisory Committees

597 – Supervisory Committee: Academic supervisor plus member - all hold membership with the Faculty of Graduate Studies

598 - Supervisory Committee: Academic supervisor plus member - all hold membership with the Faculty of Graduate Studies

***There is no External Examiner. The Academic supervisor will find a “chair” for the oral examination**

599 – Supervisory Committee: Academic supervisor plus member - all hold membership with the Faculty of Graduate Studies

***There is an External Examiner that the Academic supervisor will recommend and this will be indicated on the ROE form**

699 – Supervisory Committee: Academic supervisor plus department member plus outside member

***There is an External Examiner that the Academic supervisor will recommend and this will be indicated the ROE form**

**** The Dean of Graduate Studies will appoint a “chair” for the 599 or 699 oral examination**

AT THE ORAL EXAMINATION



FOR 599 & 699: FORM → “Thesis/Dissertation Approval” form - the student is required to bring this completed form to your oral exam ready for members’ original signatures. The Graduate Secretary will provide instructions to you.

At the end of the successful oral exam, the Thesis Approval form *may* be signed by all supervisory committee members **plus** the External Examiner before leaving the meeting. The signed Thesis Approval form may be HELD by the graduate secretary until after the supervisor has approved any required thesis revisions.

* At the oral exam meeting, 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; then the committee members, with the supervisor being last. A second round of questions may take place if time allows.

You and all participants will then be asked to leave the meeting while the committee arrives at an assessment of your oral exam of your thesis and the written thesis itself. The Examining Committee may ask that you make minor or major revisions to the thesis as a condition of accepting it, or they may accept it as is. The Chair of the Oral Exam completes the *Chair’s Report* and submits same directly to Graduate Studies.

You may require assistance in obtaining signatures—specifically the External Examiner—if they attend from a far site and you can coordinate this with your Graduate Secretary. Your supervisor will be your contact for working towards ensuring that final thesis revisions are carried out as agreed at the oral exam.

After the final thesis revisions are approved, the student & supervisor need to inform the graduate secretary!

Remember to follow the [final submission steps](https://dspace.library.uvic.ca/) to upload your approved thesis to the library collection <https://dspace.library.uvic.ca/>



FOR 597 & 598: The oral examination meeting* proceeds as above-mentioned. After the Project oral exam, the completed CHECKLIST FOR NON-THESIS ORAL EXAMINATION will be submitted to Graduate Records by the Graduate Secretary. After all Project revisions are completed & approved by your supervisor, send an email to the Graduate Secretary who will then process the official “Letter of Recommendation” for the supervisor(s) to sign. That Letter will then be submitted to Graduate Records.

The Graduate Secretary will provide instructions to the student who will register for UVicSpace and upload their approved, completed Project to the library collection at UVicSpace.

AFTER THE ORAL EXAMINATION

- FINAL THESIS / PROJECT -- APPROVAL & SUBMISSION**

FOR 599 & 699: after all required Thesis/Dissertation revisions have been completed and approved, refer to the Faculty of Graduate Studies website for the information re **FINAL SUBMISSION** steps, click [here](#)

FOR 597 & 598: after all required Project revisions have been completed and approved, contact your Graduate Secretary who will provide you with instructions to follow for Project submission to the library collection, UVicSpace.

***It is important to communicate with your Graduate Secretary who will then submit any required final documents from the department to Graduate Records to indicate the completion of your degree requirements have been met!**
- THESIS BINDING:** If required by the supervisor, contact the graduate secretary before leaving Victoria.

LEAVING THE DEPARTMENT

- RETURN ALL KEYS** to the department office. Return all textbooks to the department that you have signed out. Remove any personal items from the office, lab and desk and clean-up your work space!
- Please be aware that your graduate student computer account with the department of computer science will be closed when you convocate.
- Update mailing address and email address info through your *Online Tools*. Keep your address up-to-date online because the Ceremonies office is your source for Convocation information.
- Settle any outstanding fees posted to your student record. Please note that if you have outstanding debts to UVic (i.e. traffic fines), you may receive a "bill" instead of a diploma in your envelope at the actual convocation ceremony.
- You may opt to request a **DEGREE COMPLETION LETTER** after all final submission steps have been completed. Graduate students who have met all requirements of their program may request a degree completion letter online through UVic's *Online Tools*, in person at the **Graduate Admissions and Records Office**, or by phoning 250-472-4657.

To order this letter online, sign into UVic's *Online Tools*; choose the **student services** tab; choose the **online request forms** tab; then select "GR Degree Completion Letter." Note, that there may be a wait of several days to process your request.
- Convocation** is handled by the **Ceremonies and Events** office, click [here](#). Attendance is optional.