



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

START THE PREPARATIONS EARLY!

<input checked="" type="checkbox"/>	<p>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.</p> <p>Formatting – guidelines for thesis formatting</p> <p>Forms – Request for Oral Examination (master's thesis or doctorate)</p> <p>Thesis & Dissertation source from Graduate Studies, click here</p> <p>Examinations - General Regulations, click here</p> <p>Graduation and Convocation, click here</p>												
<input checked="" type="checkbox"/>	<p>Timelines-- <i>Why do we need to allow so much time for this process???</i> 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!!</p> <table border="1" data-bbox="195 876 1550 1330"> <thead> <tr> <th data-bbox="195 876 660 939">PHD Dissertation (699)</th><th data-bbox="660 876 1109 939">MSc Thesis (599)</th><th data-bbox="1109 876 1550 939">MSc Project (598 & 597)</th></tr> </thead> <tbody> <tr> <td data-bbox="195 939 660 1129">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.</td><td data-bbox="660 939 1109 1129">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.</td><td data-bbox="1109 939 1550 1129">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.</td></tr> <tr> <td data-bbox="195 1129 660 1330">AND . . .</td><td data-bbox="660 1129 1109 1330">AND . . .</td><td data-bbox="1109 1129 1550 1330">AND . . .</td></tr> <tr> <td data-bbox="195 1330 660 1341">At least 32 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 program assistant</td><td data-bbox="660 1330 1109 1341">At least 22 working days' before your oral exam date- you submit the thesis plus completed ROE to the Faculty of Graduate Studies—through your graduate program assistant</td><td data-bbox="1109 1330 1550 1341">At least 11 working days' before your Project exam date- you submit the Project plus the completed Non-Thesis Checklist form to the Department graduate program assistant</td></tr> </tbody> </table>	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 32 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 program assistant	At least 22 working days' before your oral exam date- you submit the thesis plus completed ROE to the Faculty of Graduate Studies—through your graduate program assistant	At least 11 working days' before your Project exam date- you submit the Project plus the completed Non-Thesis Checklist form to the Department graduate program assistant
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<input checked="" type="checkbox"/>	<p>Consult with the graduate program assistant who will help you check your CAPP (<i>Curriculum, Advising Program Planning</i>).</p> <ul style="list-style-type: none"> - 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.* - Doctoral students must have submitted their breadth proposal and course plan and had it approved by the Graduate Studies Committee. - A student must have a supervisory committee on record with the university (submit to graduate program assistant). - A student must be registered in dissertation (699), thesis (599) or project (597/598) in the term in which the oral exam occurs. For example, this means even if the student is defending on Sept. 2 and hoping to use the Completion Postponement Fee Adjustment and complete by Sept. 30, the student must be registered in the Sept. term. 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. <p>* Exceptions-- contact the department graduate program assistant</p>												
<input checked="" type="checkbox"/>	<p>All students must complete the "<i>Application for Graduation</i>" by signing in to Online Tools. Payment is by credit card. You must apply to graduate BEFORE submitting your ROE.</p> <table border="1" data-bbox="195 1805 1550 2002"> <thead> <tr> <th data-bbox="195 1805 750 1869">FINAL REGISTRATION / THESIS DEFENSE</th><th data-bbox="750 1805 1330 1869">APPLICATION FOR GRADUATION DEADLINE *Additional fees are charged for late applications</th><th data-bbox="1330 1805 1550 1869">CONVOCATION CEREMONY</th></tr> </thead> <tbody> <tr> <td data-bbox="195 1869 750 1911">If final registration and oral exam is Sep-Dec term →</td><td data-bbox="750 1869 1330 1911">Then, apply for graduation before 15 November</td><td data-bbox="1330 1869 1550 1911">Spring (June)</td></tr> <tr> <td data-bbox="195 1911 750 1953">If final registration and oral exam is Jan-Apr term →</td><td data-bbox="750 1911 1330 1953">Then, apply for graduation before 15 February</td><td data-bbox="1330 1911 1550 1953">Spring (June)</td></tr> <tr> <td data-bbox="195 1953 750 2002">If final registration and oral exam is May-Aug term →</td><td data-bbox="750 1953 1330 2002">Then, apply for graduation before 15 July</td><td data-bbox="1330 1953 1550 2002">Fall (November)</td></tr> </tbody> </table>	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)
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	<p>FORMS:</p> <p>➤ REQUEST FOR ORAL EXAMINATION, referred to as the “ROE” - CSC 599, 699</p> <p>➤ NON-THESIS ORAL EXAMINATION CHECKLIST - CSC 597 & 598</p> <p>SEE: http://www.uvic.ca/graduatestudies/</p>
<input checked="" type="checkbox"/>	<p>FORM: <i>Request for Oral Examination (ROE) ← 599 & 699</i> student completes this form</p> <p>→ 599/699: The student will obtain the supervisory committee members' signature after the student completes the Request for Oral (ROE) form-- after the thesis/dissertation 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. <u>Then, submit the form to the graduate program assistant who will obtain the Associate Chair, Graduate signature.</u> The graduate program assistant will then submit same to Graduate Studies, along with student's thesis/dissertation and videoconference (Zoom) information (if applicable).</p> <p>Are you withholding your thesis? <i>If yes, there is another form to complete and submit with the ROE form.</i></p> <p>Do you have Human Research Ethics Approval or Waiver? <i>If yes, then submit same with the ROE form</i></p> <p>The External Examiner is:</p> <ul style="list-style-type: none">-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* <p>Note: For doctoral students, supervisor (and co-supervisor if applicable) must submit a signed “Notification of External Examiner and Confirmation of Arm's-Length Status” form as well as the external examiner's current CV to the Graduate Program Assistant.</p>
<input checked="" type="checkbox"/>	<p>FORM: <i>Non-Thesis Examination Checklist ← 597 & 598</i></p> <p>The graduate program assistant will help complete this form</p> <p><i>There is no external examiner for a 597 or 598 project</i></p> <p>The student will email a pdf examinable version of the Project/Thesis/Dissertation to: gradsec@csc.uvic.ca</p> <p>**This will be the document to be examined by the Oral Examining Committee.</p>
<input checked="" type="checkbox"/>	<p>Supervisory Committees</p> <p>597 – Supervisory Committee: Academic supervisor plus member - all hold membership with the Faculty of Graduate Studies</p> <p>598 - Supervisory Committee: Academic supervisor plus member - all hold membership with the Faculty of Graduate Studies</p> <p>*There is no external examiner. The academic supervisor will find a “chair” for the oral examination</p> <p>599 – Supervisory Committee: Academic supervisor plus member - all hold membership with the Faculty of Graduate Studies</p> <p>*There is an external examiner that the academic supervisor will recommend, and this will be indicated on the ROE form</p> <p>699 – Supervisory Committee: Academic supervisor plus department member plus outside member</p> <p>*There is an external examiner that the academic supervisor will recommend, and this will be indicated the ROE form</p> <p>** The Dean of Graduate Studies will appoint a “chair” for the 599 or 699 oral examination</p>



AT THE ORAL EXAMINATION	
<input checked="" type="checkbox"/>	<p>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 program assistant will provide instructions to you.</p> <p>At the end of the successful oral exam, the Thesis Approval form <i>may</i> 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 program assistant until after the supervisor has approved any required thesis revisions.</p> <p>* 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.</p> <p>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 <i>Chair’s Report</i> and submits same directly to Graduate Studies.</p> <p>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 program assistant. Your supervisor will be your contact for working towards ensuring that final thesis revisions are carried out as agreed at the oral exam.</p> <p>After the final thesis revisions are approved, the student & supervisor need to inform the graduate program assistant!</p> <p>Remember to follow the <u>final submission steps</u> to upload your approved thesis to the library collection <u>https://dspace.library.uvic.ca/</u></p>
<input checked="" type="checkbox"/>	<p>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 program assistant. After all project revisions are completed & approved by your supervisor, send an email to the graduate program assistant who will then process the official “Letter of Recommendation” for the supervisor(s) to sign. That letter will then be submitted to Graduate Records.</p> <p>The graduate program assistant will provide instructions to the student who will register for UVicSpace and upload their approved, completed project to the library collection at UVicSpace.</p>



AFTER THE ORAL EXAMINATION	
<input checked="" type="checkbox"/>	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 program assistant who will provide you with instructions to follow for Project submission to the library collection, UVicSpace. *It is important to communicate with your graduate program assistant 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!
<input checked="" type="checkbox"/>	THESIS BINDING: If required by the supervisor, contact the graduate program assistant <u>before</u> leaving Victoria.
LEAVING THE DEPARTMENT	
<input checked="" type="checkbox"/>	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!
<input checked="" type="checkbox"/>	Please be aware that your graduate student computer account with the department of computer science will be closed when you convocate.
<input checked="" type="checkbox"/>	Update mailing address and email address info through your <i>Online Tools</i> . Keep your address up-to-date online because the Ceremonies office is your source for Convocation information.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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 <i>Online Tools</i> , in person at the Graduate Admissions and Records Office , or by phoning 250-472-4657. To order this letter online, sign into UVic's <i>Online Tools</i> ; 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.
<input checked="" type="checkbox"/>	Convocation is handled by the Ceremonies and Events office, click here . Attendance is optional.