

## Master of Applied Science (MAsc) Program Degree Completion Steps

### Department of Electrical and Computer Engineering

#### BEFORE STARTING THE DEFENCE PROCESS:

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**REGISTRATION:** MAsc students must be registered in ECE 509 & ECE 599 for the term in which you defend.

*Co-op: If you defend in the same term that you are on Co-op, you must be registered in a Co-op work term, ECE 509 & ECE 599; being registered in all three of these courses will require you to pay more tuition. A Graduate Student may go on a Co-op work term after their defence only if it is the **final Co-op work term** required to obtain the Co-op Designation.*

#### STEPS FOR THE STUDENT:

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1. **Coordinate with your supervisor:**
  - a. Email your thesis to your supervisor for review and confirmation that you are ready to proceed with scheduling your oral examination (defence).
2. **Schedule defence & complete the Request for Oral Examination (ROE) – Master’s Form:**
  - a. Coordinate with your supervisor and supervisory committee to schedule your defence

***NOTE:*** *The Department recommends having at least 5 business days after the day of your oral examination and before the end of term to complete any “after defence” completion steps.*

- b. Complete the [ROE – Master’s Form](#) including obtaining the signatures of your supervisor and supervisory committee. The Graduate Secretary will obtain the Graduate Advisor’s signature.
3. **Submit completion documents to your Graduate Secretary:**
  - a. [ROE – Master’s Form](#)
  - b. PDF copy of your thesis
  - c. Electronic defence connection information, if applicable

*Completion documents are due to your Graduate Secretary a **minimum of 22 business days (department deadline)** prior to your defence date. After processing, your Graduate Secretary will submit the documents to the Faculty of Graduate Studies a **minimum of 20 business days (Faculty of Graduate Studies deadline)** prior to your defence date.*

4. **Apply to graduate:**
  - a. Complete the Application to Graduate online through your [Online Tools](#). Please note, a credit card is required. [Click here](#) for more information on graduation requirements and deadlines.

**Application to graduate dates and deadlines to avoid late fee:**

Final Term Registration	Application Deadline	Convocation Ceremony
Fall (September – December)	15 November	Spring (June)
Winter (January – April)	15 February	Spring (June)
Summer (May – August)	15 July	Fall (November)

5. **Register to attend convocation (optional):**
  - a. If you will be attending the Convocation Ceremony, registration is required.
  - b. [Click here](#) for registration information.
6. **Apply for a Degree Completion Letter (optional):**
  - a. A Degree Completion Letter confirms that your program requirements have been met.
  - b. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed.
  - c. [Click here](#) for further details.

#### **STEPS FOR YOUR SUPERVISOR:**

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1. **Nominate external examiner:** Your supervisor will nominate an external examiner by completing the bottom section of the ROE form.
2. **Reserve space for your oral examination**
  - a. Book Room
  - b. Schedule electronic defence via **ZOOM or Bluejeans**
    - i. Provide connection information to Graduate Secretary
3. **Notify committee members:** Notify the supervisory committee members of the date and time of the oral examination.

#### **AFTER YOUR DEFENCE**

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1. **Revisions:** Your supervisory committee may give you revisions to make to your thesis. Make any necessary revisions to your thesis and email the revised thesis to your supervisor to receive approval.
2. **Upload to UVicSpace:** After all thesis revisions have been approved by your supervisor, you should [upload your final submission to UVicSpace](#). Following your application to graduate, you should have received an email from the Graduate Admissions and Records Office with instructions.
3. **Keys:** Coordinate with your graduate secretary in regards to returning any keys you may have signed out with our department.
4. **CONGRATULATIONS**, you are done!