

Doctor of Philosophy (PhD) Program Degree Completion Steps

Department of Electrical and Computer Engineering

BEFORE STARTING THE DEFENCE PROCESS:

REGISTRATION: PhD students must be registered in ECE 609 & ECE 699 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 609 & ECE 699; 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:

1. **Coordinate with your supervisor**
 - a. Email your dissertation 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) – Doctoral 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 – Doctoral 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 – Doctoral Form](#)
 - b. PDF copy of your dissertation
 - c. Electronic defence connection information, if applicable

*Completion documents are due to your Graduate Secretary a **minimum of 32 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 30 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.
 - b. [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:

1. **Nominate External Examiner:** Your Supervisor will nominate an External Examiner following the [guidelines](#) for the Appointment of External Examiners of Doctoral Candidates.

Submit the nomination package to the Faculty of Graduate Studies (copying the Graduate Secretary):

- a. [Nomination of External Examiner and Confirmation of Arm's-Length Status](#) Form (one per supervisor)
 - b. External Examiner's CV
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

1. **Revisions:** Your supervisory committee may give you revisions to make to your dissertation. Make any necessary revisions to your dissertation and email the revised dissertation to your supervisor to receive approval.
 2. **Upload to UVicSpace:** After all dissertation 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!
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