BEFORE STARTING THE DEFENCE PROCESS:

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:

1. Meet with supervisor:
   Begin your program completion steps by meeting with your supervisor to see if you are ready to defend.

2. Meet with graduate secretary:
   It is highly recommended you meet your graduate secretary to go over the program completion steps and ask any applicable questions.

3. Email thesis to your supervisor and supervisory committee:
   Email your thesis to your supervisor for review. Once your Thesis has been approved by your supervisor(s), please email the document to your supervisory committee (excluding the external examiner – supervisor will email) for review.

4. Schedule defence & complete the Request for Oral Examination (ROE) – Master’s Form:
   Meet with your supervisor to set a date, time and location (supervisor will book a room) of your oral examination. 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.

   Please collect the signatures of your supervisory committee on the ROE – Master’s Form found at the below link. The Graduate Secretary will obtain the graduate advisor’s signature.

   Request for Oral Examination – Master’s Form

5. Submit Request for Oral Examination (ROE) – Master’s Form to graduate secretary:
   The ROE – Master’s Form must be submitted your graduate secretary a minimum of 20 business days prior to your oral examination for processing and collection of the graduate advisor’s signature.

6. Upload a PDF copy of your thesis to CourseSpaces.uvic.ca:
   After you submit the ROE – Master’s Form, your graduate secretary will contact the Faculty of Graduate Studies (FGS) to request that you be enrolled in CourseSpaces. Once you are enrolled, your Graduate Secretary will email you to notify you that you can upload.
7. **Submit ROE to the Faculty of Graduate Studies (FGS):**
After you have confirmed that you have uploaded, your graduate secretary will submit your ROE and any supporting documents (i.e. Withholding form & Human Ethics) to the Faculty of Graduate Studies (FGS) by email. These document(s) must be submitted a minimum of 20 business days prior to your oral examination.

8. **Apply to graduate:**
Complete the Application to Graduate online through your MyPage. Please note, a credit card is required. For more information on graduation requirements and deadlines, please visit: [http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/](http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/).

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<td>Fall (November)</td>
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9. **Register to attend convocation:**
If you will be attending the Convocation Ceremony, registration is required. Registration information can be found at the following link: [https://www.uvic.ca/ceremonies/convocation/students/register/index.php](https://www.uvic.ca/ceremonies/convocation/students/register/index.php)

10. **Apply for a Degree Completion Letter (optional):**
A Degree Completion Letter confirms the status of your Application to Graduate. International students may use this letter to apply for a post-graduation work permit. Students who will be using this letter to confirm their degree requirements have been met prior to receiving their parchment/diploma should select the option to issue the letter once all degree requirements have been met. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed.

Details can be found at the following link: [https://www.uvic.ca/current-students/home/graduating/graduation-documentation/index.php](https://www.uvic.ca/current-students/home/graduating/graduation-documentation/index.php).

**STEPS FOR YOUR SUPERVISOR:**

1. **Nominate external examiner** - Your supervisor will nominate an external examiner by completing the bottom section of the ROE form.

2. **Email thesis to external examiner** (student is not to have contact with the external examiner).

3. **Book room** – Book the room for the oral examination.

4. **Notify committee members** – Notify the supervisory committee members of the date and time of the oral examination.
AFTER YOUR DEFENCE

1. **Revisions** – Make any necessary revisions to your thesis, receive approval from your supervisor.

2. **Upload** – After you submitted your application to graduate, you would have received an email from the Graduate Admissions and Records Office from grad3@uvic.ca with instructions on how to upload a PDF of your thesis to UVicSpace.

3. **Keys** – Return signed out keys to EOW-448.

4. **CONGRATULATIONS**, you are done!