PhD Program Degree Completion Steps  
Department of Electrical and Computer Engineering

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 defense 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.

2. Schedule defense & complete the Request for Oral Examination (ROE) – Doctoral Form:
   a. Coordinate with your supervisor and supervisory committee to:
      i. to set a date
      ii. to set a time
      iii. to select a software to use for your oral examination – BlueJeans is preferred.

      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 defense” completion steps.

   b. Complete the ROE – Doctoral Form including obtaining the signatures of your supervisory committee. Note: The Graduate Secretary will obtain the graduate advisor’s signature.

3. Submit the ROE – Doctoral Form and a PDF copy of your dissertation to your graduate secretary, via email:
   a. Due to your graduate secretary a minimum of 30 business days prior to your oral examination for processing.
   b. Your graduate secretary will collect the Graduate Advisors signature
   c. Your graduate secretary will forward the form and dissertation to the Faculty of Graduate Studies by email.

4. Apply to graduate:
   a. Complete the Application to Graduate online through your MyPage. 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:

<table>
<thead>
<tr>
<th>Final Term Registration</th>
<th>Application for Graduation Deadline</th>
<th>Convocation Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (September – December)</td>
<td>15 November</td>
<td>Spring (June)</td>
</tr>
<tr>
<td>Winter (January – April)</td>
<td>15 February</td>
<td>Spring (June)</td>
</tr>
<tr>
<td>Summer (May – August)</td>
<td>15 July</td>
<td>Fall (November)</td>
</tr>
</tbody>
</table>
5. **Register to attend convocation:**
   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 the status of your Application to Graduate.
   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 by completing the bottom section of the ROE form.

2. **Arm’s-Length Status Form (one per supervisor):** Your supervisor will fill out and email the Confirmation of Arms Length Status form to the Faculty of Graduate Studies (copying the graduate secretary).

3. **Book the software for your oral examination:** BlueJeans is preferred.

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 dissertation, 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](mailto:grad3@uvic.ca) with instructions on how to upload a PDF of your dissertation to UVicSpace.

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!