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

4. Schedule defence & complete the Request for Oral Examination (ROE) – Doctoral 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 – Doctoral Form found at the below link. The graduate secretary will obtain the graduate advisor’s signature.

   Request for Oral Examination – Doctoral Form
   https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf

5. Submit Request for Oral Examination (ROE) – Doctoral Form to graduate secretary:
   The ROE – Doctoral Form must be submitted to your graduate secretary a minimum of 30 business days prior to your oral examination for processing and collection of the graduate advisor’s signature.

6. Upload a PDF copy of your dissertation to CourseSpaces.uvic.ca:
   After you submit the ROE – Doctoral 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.
Department of Electrical and Computer Engineering
PhD Program Degree Completion Steps

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 and Human Ethics) to the Faculty of Graduate Studies (FGS). If the External Examiner’s CV & Arm’s-Length Status Form have not been submitted yet, the graduate secretary will also submit these documents to FGS. These document(s) must be submitted a minimum of 30 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/.

   **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>

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

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.

**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.

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

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 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 with instructions on how to upload a PDF of your dissertation to UVicSpace.

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

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