

## Checklist for Master's & PhD Students:<sup>1</sup>

### Completing your Degree Requirements

Master's	PhD	Resources
<b>Course Work</b> Begin your course work. Individualize your program with assistance from your academic supervisor. Set yourself a realistic timeline to complete your coursework and begin your thesis.	<b>Course Work</b> Begin your course work. Individualize your program with assistance from your academic supervisor. Set yourself a realistic timeline to complete your coursework and begin your dissertation.	
<b>Set Supervisory Committee</b> Includes at minimum 2 members. Check the <u>Composition of the Supervisory Committee</u> section of the current graduate calendar for clarification on your committee depending on the type of masters program you are registered in. Inform Grad Secretary of committee members. ( <i>committee may be formed after registering in 2 sessions</i> )	<b>Set Supervisory Committee</b> Includes at minimum 3 members. Check the <u>Composition of the Supervisory Committee</u> section of the current graduate calendar for clarification on your committee depending on the type of doctoral program you are registered in. Inform Grad Secretary of committee members. ( <i>committee formed prior to candidacy exams</i> )	Composition of the Supervisory Committee: <a href="https://web.uvic.ca/calendar2016-05/grad/admissions/committees.html#">https://web.uvic.ca/calendar2016-05/grad/admissions/committees.html#</a>
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<b>Complete coursework and begin thesis</b> Student should discuss aspects of their thesis (design, research, ethics, etc.) and timelines with their supervisor. Thesis proposal must be approved by supervisory committee.	<b>Complete coursework and begin dissertation</b> Student should discuss aspects of their dissertation (design, research, ethics etc.) and timelines with their supervisor. Proposal approval may take place in conjunction with candidacy exams.	Thesis Completion Plan: <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/Thesis-Completion-Plan.pdf">https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/Thesis-Completion-Plan.pdf</a>
<b>Ethics Approval (if required)</b> If required, go to Research Services website for forms. Takes at least 4-6 weeks once submitted to Human Research Ethics.	<b>Ethics Approval (if required)</b> If required, go to Research Services website for forms. Takes at least 4-6 weeks once submitted to Human Research Ethics.	Research Services: <a href="http://www.uvic.ca/research/conduct/index.php">http://www.uvic.ca/research/conduct/index.php</a>
<b>Application for Graduation</b> Complete the application for graduation, available in the Graduation tab of Mypage before the deadline. The deadline is February 15 if completing in the spring term, July 15 if completing in the summer, and November 15 if completing in the fall. NOTE: The deadline for submission of all requirements for the degree is the final business day in the term in which you are completing your program.	<b>Application for Graduation</b> Complete the application for graduation, available in the Graduation tab of Mypage before the deadline. The deadline is February 15 if completing in the spring term, July 15 if completing in the summer, and November 15 if completing in the fall. NOTE: The deadline for submission of all requirements for the degree is the final business day in the term in which you are completing your program	Graduation Information: <a href="http://www.uvic.ca/current-students/home/graduating/">http://www.uvic.ca/current-students/home/graduating/</a>

<sup>1</sup> This checklist is intended as a general guide to assist Master's and PhD students. Always check with your own academic unit for variations in process or procedure.

<p><b>Complete written work</b>  First draft to supervisor: Return time arranged with supervisor. Second draft and final draft to committee: Return time arranged with committee. Once each committee member has read and agrees the thesis is examinable, date for oral is set. Student should read the <a href="#">Guidelines for Oral Exams</a>.</p>	<p><b>Complete written work</b>  First draft to supervisor: Return time arranged with supervisor. Second draft and final draft to committee: Return time arranged with committee. Once each committee member has read and agrees the dissertation is examinable, date for oral is set. Student should read the <a href="#">Guidelines for Oral Exams</a>.</p>	<p><b>Guidelines for Oral Exams:</b>  <a href="http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/oral/guidelines.php">http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/oral/guidelines.php</a></p>
<p><b>Request for Oral Form</b>  Submitted to Faculty of Graduate Studies a minimum of 20 working days prior to oral exam date. Full instructions available on <a href="#">Request for Oral form</a>. Completed forms must be submitted to departmental Graduate Secretary for final check.</p>	<p><b>Request for Oral Form</b>  Submit to the Faculty of Graduate Studies a minimum of 30 working days (PhD) prior to oral exam date. Full instructions available on the appropriate <a href="#">Request for Oral Form</a>. Completed forms must be submitted to departmental Graduate Secretary for final check.</p>	<p><b>Request for Oral Exam Form:</b>  <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Masters.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Masters.pdf</a>   <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf</a></p>
<p><b>Final Oral Exam</b>  Student should follow the <a href="#">Guidelines for Oral Exams</a>. Student is responsible for providing examining committee with <a href="#">Thesis/Dissertation Approval Form</a>.</p>	<p><b>Final Oral Exam</b>  Student should follow the <a href="#">Guidelines for Oral Exams</a>. Student is responsible for providing examining committee with <a href="#">Thesis/Dissertation Approval Form</a>.</p>	<p><b>Guidelines for Oral Exams:</b>  <a href="http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/oral/guidelines.php">http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/oral/guidelines.php</a>   <b>Thesis/Dissertation Approval Form:</b>  <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ThesisApproval.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ThesisApproval.pdf</a></p>
<p><b>Final copy of thesis to Graduate Admissions &amp; Records Office (GARO)</b>   Must be received in GARO <b>via digital submission to UVicSpace</b> in accordance with deadlines set by the Registrar for Fall and Spring convocation. Check deadlines on the registrar’s website.   <b>Digitally submit your thesis to UVicSpace</b>  Register for UVicSpace and digitally submit your final thesis. See website for details and guidelines.   Other documents required:  <ul style="list-style-type: none"> <li>▪ <a href="#">Thesis/Dissertation Approval Form</a></li> </ul> </p>	<p><b>Final copy of dissertation to Graduate Admissions &amp; Records Office (GARO)</b>   Must be received in GARO <b>via digital submission to UVicSpace</b> in accordance with deadlines set by the Registrar for Fall and Spring convocation. Check deadlines on the registrar’s website.   <b>Digitally submit your dissertation to UVic Space</b>  Register for UVicSpace and digitally submit your final dissertation. See website for details and guidelines.   Other documents required:  <ul style="list-style-type: none"> <li>▪ <a href="#">Thesis/Dissertation Approval Form</a></li> </ul> </p>	<p><b>Thesis/Dissertation Submission:</b>  <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/ETDSubmissionStepsRevJul14.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/ETDSubmissionStepsRevJul14.pdf</a>   <b>Graduation Information:</b>  <a href="http://www.uvic.ca/current-students/home/graduating/">http://www.uvic.ca/current-students/home/graduating/</a>   <b>Submission Requirements:</b>  <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/ETDSubmissionStepsRevJul14.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/ETDSubmissionStepsRevJul14.pdf</a>   <b>UVicSpace:</b>  <a href="https://dspace.library.uvic.ca">https://dspace.library.uvic.ca</a></p>