University of Victoria | Graduate Studies

Checklist for Non-Thesis Oral Examinations

Please send both pages of the completed checklist to Graduate Admissions and Records within five working days after the examination. Page 1 is to be completed prior to the examination. In the case of group projects, please list all students below.

Academic unit: _____ **Date of oral examination**:_____

Location of oral examination:_____

Student name:_____	V00_____
Student name:_____	V00_____
Student name:_____	V00_____
Student name:_____	V00_____
Student name:_____	V00_____
Student name:_____	V00_____

The signatures below indicate that the following statements are true:

- The supervisory committee has at least two members and all committee members hold membership in the Faculty of Graduate Studies.
- All supervisory committee members are listed in SHACOMI.
- Human Ethics Research Approval has been secured, or acknowledgment that it is not required.
- The unit has announced the oral examination (open to the public) to all faculty members involved and to each academic unit involved at least 5 working days prior to the date of the examination.
- If the work is found acceptable and the student holds awards administered by the University, the Graduate Secretary has alerted the FGS Scholarships Officer (scholoff@uvic.ca). (Please include the date of the examination.)
- The Chair of the defence is at arm's length to the candidate and the examining committee.
- The committee members agree that the student's independent research work is ready to be examined:

(Co-) Supervisor: _____ _____ _____
print name signature date

(Co-) Supervisor: _____ _____ _____
print name signature date

member: _____ _____ _____
print name signature date

member: _____ _____ _____
print name signature date

member: _____ _____ _____
print name signature date

- The Chair agrees to follow the Guidelines for Chairs of Oral Examinations. http://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ChairsGuidelinesNonthesis.pdf

Results of the examination:

☐	The independent research work is acceptable and the oral defense is acceptable.
☐	The independent research work is acceptable subject to minor revision and the oral defense is acceptable.
☐	The independent research work is acceptable subject to major revision and the oral defense is acceptable
☐	The examination is adjourned.
☐	The examination is failed.

Examination Chair: _____ _____ _____
print name signature date

Chair's comments if the examination is "adjourned" or "failed" (to be submitted within three working days of the oral examination):