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Oral Exam Checklist

☐ **General oral exam timeline**

- Oral exams should normally be held prior to the 15th day in the last month of an academic term to provide sufficient time for post-defense tasks. Contact the Graduate Secretary for potential timelines.
- MSc students – at least 33 business days from thesis submission to oral exam
- PhD students – at least 43 business days from dissertation submission to oral exam

☐ **Pre-Oral exam procedure**

- ☐ Have you had a meeting with the Graduate Secretary to review your current program standing (including CAPP and committee members in Banner) and tentative oral exam plan?
- ☐ Have you held your last committee meeting noting committee approval to proceed to the oral exam?
- ☐ Has your supervisor(s) signed off on your thesis/dissertation being sent to your full committee?
- ☐ Have you determined if your oral exam be in-person, hybrid or online?
- ☐ Has your supervisor contacted a potential external examiner?
- ☐ Have you determined what date and time works best for yourself, your committee and external examiner?
    - NOTE: After an examiner is confirmed available, the student, supervisor and committee members are not to be in further contact with the external examiner.
- MSc students – The external examiner may be someone from within SMS, provided there is a committee member from outside SMS.
- PhD students - The external examiner must not have a conflict of interest with yourself, your supervisor(s) or committee members and cannot be from within SMS.

☐ **Pre-oral exam required documents** (all forms provided and submitted by the Graduate Secretary)

- ☐ Human and/or Animal Ethics Approval letter(s)
- ☐ Request for Examination form
- ☐ Thesis/Dissertation Withholding form
    - NOTE: Used only when a student and their supervisor(s) want to supress the publication of their research for at least a year (renewable) while they attempt to publish part of it in an academic journal or as a book chapter.
- ☐ PhD students
    - ☐ External examiner's Arms Length form
        - NOTE: If a student has co-supervisors they each need to fill out a separate Arms Length form.
    - ☐ External examiner's CV

- [ ] **Post-oral exam procedure (all students)**
  - [ ] Did you successfully pass your oral exam?
    - [ ] Yes - Editorial or minor revisions: a student's supervisor(s) and committee will provide recommended revisions, the student will have until the last day of the month in which they defend to complete revisions. Once completed the primary supervisor will need to approve the updated thesis/dissertation.
    - [ ] Yes - Major revisions: a student's supervisor(s) and committee will provide recommended revisions and the student will have no less than 12 weeks but no more than one year from the defense date to complete the revisions. The specific length of time will be determined by a majority vote of committee members.
  - [ ] After the final thesis/dissertation is confirmed, the student will need to upload it to the UVic Archives Space.
  - [ ] Following the thesis/dissertation upload the Graduate Secretary will submit the final post-oral exam documents. These documents must be submitted prior to the last business day of the same term the oral exam was held in.
  - [ ] If a student is planning to leave SMS they will need to return their keycard, hand in all laboratory data, hard drives and equipment and clean out their locker and/or desk space. However, if they are planning to stay in SMS in an employee capacity they will need to speak with the Operations Manager to formally transition from student to employee.

- [ ] **Post-oral exam required documents** (all forms provided and submitted by the Graduate Secretary)
  - [ ] Thesis approval form
  - [ ] Letter of recommendation

- [ ] **Additional information**
  - [ ] Applying to graduate is a separate process not administered by your home department or the Graduate Secretary.
  - [ ] A degree completion letter can be provided to you following the final submission of post-oral exam requirements. This letter can help outgoing students confirm they have met the program requirements prior to Senate approving the list of upcoming graduates.
  - [ ] Oral exams held within the first 15 calendar days of a term may be eligible for the completion postponement fee adjustment (CPFA).