

Checklist for Thesis Defense

This checklist is to be used as a guide. There may be additional tasks / forms required, it is the student's duty to ensure all forms and procedures are followed. Please also give the department and supervisors a few days 'wiggle room'.

STUDENT: _____

Application for Graduation submitted (Student to GARO (copy to SOCW) within the term of planned completion): _____

Before Defense: (link to all forms for completion)

<http://registrar.uvic.ca/grad/continuing/forms/GraduateAdmissionsandRecords-Forms.html>

- 1) Check CAPP Report for completeness (MSW Program advisor & SUP) _____
- 2) Identify the Examiner (Supervisor) _____
- 3) Room Booking (Student or Grad Sec) _____
- 4) Request for Oral Examination form (copy to file) (original to FGS 20 working days prior)(Student)
 - W/ copy of Ethics Certificate if applicable (Student) _____
 - One copy of thesis provided in PDF format on CD or DVD (student) _____
 - Register for UVic-space (see additional information below)
- 5) One copy of thesis to SOCW for review (1 week prior) (student to Grad Sec by e-copy): _____
- 6) Post Announcements within SOCW (Grad Sec) _____

At Defense:

- 1) Student to supply Thesis Approval Form at defense (copy for SOCW file)
- 2) Chairs report will go directly to GARO
- 3) Student to sign final CAPP (under supervision of Supervisor) _____

Chair: _____

After Revisions:

NOTIFY THE GRADUATE SECRETARY AND ADVISOR – We will begin the completion paperwork only after we have been notified.

As soon as possible after completing the FINAL revisions email a copy of your thesis to: ethesis@uvic.ca (prior to making your CD for submission) ~ FGS will check your thesis for formatting errors. The turnaround time for approval or additional revisions to get back to the student is 2-3 days (or longer if you wait too close to the deadline) _____

Delivered by student by the deadline (convocation or term deadline):

Bring to the GARO counter:

- 1) Completed Thesis Approval form (Supervisor & Student) _____
- 2) Final copy of thesis to GARO in PFD format on CD or DVD(plus submission through UVIC-Space)
(Student after approval from ethesis@uvic.ca) _____
- 3) Final CAPP Report (student signed & supervisor signed) with Recommendation for MSW Letter
(signed and copied for file) (under the direction of the supervisor – Grad Sec will produce)

- 4) Non-Exclusive License to Reproduce Theses Form (link above) for D-Space submission and
Micro filming form is applicable (Student – can also happen at GARO the counter) _____

Please note: this process can take considerable time and students need to plan accordingly. Students should be aware that turnaround time from degree requirement completion to updates in the UVIC system can take a week or more during slower times, i.e. the last 2 weeks before the deadline, and up to a month or more during the busy time, i.e. the end of the term, within 2 weeks of the deadline. Please submit your thesis & paperwork with these timelines in mind. We are aware that some students require degree completion letters for employment however no letter can be provided until the above process as described is complete.

Additional Paperwork

Final copy to SOCW to be bound and kept in SOCW library (student to provide final e-copy to Grad Sec) _____

Additional information:

Checklist for Digital Submission: <http://web.uvic.ca/gradstudies/thesis/index.php>

How to submit through UVIC-Space:

<http://library.uvic.ca/site/lib/dig/uvthesis/ProcSubmitDSpaceGrad.pdf>

Deadlines for Completion:

Fall: <http://registrar.uvic.ca/grad/continuing/graduation/convocation/FallConvocation.html>

Spring: <http://registrar.uvic.ca/grad/continuing/graduation/convocation/SpringConvocation.html>