

## FRAN 598 Graduation and Oral Exam Checklist

All forms mentioned below can be found on the Faculty of Graduate Studies website:

<http://www.uvic.ca/graduatestudies/home/home/forms/index.php>

- The student verifies the CAPP Report and completes the application for graduation, available in the Graduation tab of My Page. 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. If information on the Report is inaccurate, contact the Graduate Secretary who will email Graduate Admissions and Records Office (GARO) with program changes.  
Further graduation guidelines can be found on the Faculty of Graduate Studies (FGS) website: [Support for students preparing to graduate](#).
- After the FRAN 598 project is submitted electronically to the Graduate Adviser (at least 15 working days before the oral exam), the Graduate Adviser and the Supervisor will decide on a time and date for oral exam after consultation with the student and members of the supervisory committee and will let the Graduate Secretary know the date chosen for the oral exam.
- The student submits an electronic or hard copy of the project to each committee member, depending on his/her preference. The student submits a PDF copy to the Graduate Secretary who will save it in the student's electronic file folder. A copy of the project does NOT have to be sent to GARO, FGS or the UVic Libraries.
- If you authorize the Department of French to render accessible to the general public, via the departmental website, your MA project, please sign the appropriate form.
- If necessary, the student will need to speak to the appropriate Graduate Clerk in GARO ([Anne Humphrey](#), 250-721-7957) to tie up any loose ends and/or fees owing.
- The student must:
  - Make sure that his/her office is empty of all personal effects as well as any items associated with classes or TA work.
  - Return office keys and borrowed books to the Department of French General Office.

Last updated August 2019