

FRAN 599 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 CAPP Report is inaccurate, contact the Graduate Secretary who will email the Graduate Admissions and Records Office (GARO) with program changes. Further graduation guidelines can be found on the Faculty of Graduate Studies (FGS) website: [Checklist for Master's and Phd Students](#), [Checklist for Submission of Master's Theses and Doctoral Dissertations](#) and [Support for students preparing to graduate](#).
- The student emails a PDF copy of the thesis to the Graduate Secretary and the Graduate Adviser. The time and date for the oral exam are decided upon by the student and all committee members.
- The student uploads the thesis in CourseSpaces GS 599
- The Graduate Secretary completes the [Request for Oral Examination \(ROE\) form](#) and gets the committee members to sign.
- The student submits in-person to the Faculty of Graduate Studies (University Centre A207):
 - The ROE form signed by the committee members and the Graduate Adviser at least 20 working days before the exam date. Once this form has been completed and submitted to FGS, no changes are to be made to the thesis prior to the oral defense.
 - [Thesis/Dissertation Withholding Form](#) (if applicable).
- A copy of the Human Research Ethics Board Certificate of Approval (if applicable).
- The student submits an electronic or hard copy of the thesis to each committee member; the graduate adviser sends a copy of the thesis to the External Examiner.
- The student completes and submits the [Thesis/Dissertation Approval Form](#) to the Supervisor on the day of the oral exam.
- Upon the completion of the FINAL version of the thesis (i.e. when all revisions are completed), the student will:
 - Submit a **PDF** version of the final thesis to UVicSpace according to [Checklist for Submission of Master's Theses and Doctoral Dissertations](#) and the [Student ETD Submission Steps](#). **Must be submitted by the end of the term in which the student defended (i.e. April 30, August 31 or last working day in December).**
 - Submit a **hard copy** of the final thesis to the Graduate Secretary.
- If you authorize the Department of French to render accessible to the general public, via the department's website, your MA thesis, please contact the Graduate Secretary.
- The following forms will be completed and submitted to GARO, which should all be reviewed and photocopied for departmental records by the Graduate Secretary before submission:
 - The Thesis/Dissertation Approval form** signed by committee members including the External Examiner and submitted by the Graduate Secretary.
 - The Letter of Recommendation** signed by the Supervisor and the Department Chair and submitted by the Graduate Secretary.
- 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 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