**Supervisory Committee**

Each student will have a supervisory committee nominated by the academic unit and approved by the Dean of Graduate Studies. The academic supervisor will facilitate all activities of the supervisory committee. All members of a supervisory committee must be members of the Faculty of Graduate Studies or be specifically approved by the Dean. A faculty member who wishes to be appointed as a co-supervisor for a student who is in a program outside of the faculty member’s academic unit must be approved for the Faculty of Graduate Studies’ Membership list as an Associate Member in the student’s home academic unit.

Note that when this is the case, normally the Associate Member would be ineligible to serve as a non-unit examining member, and would normally be ineligible to serve as an external examiner for the Associate Member’s home academic unit and for the unit for in which the person is an Associate Member.

The duties of the committee include: recommending a program of study chosen in conformity with the Faculty of Graduate Studies and academic unit’s regulations; supervision of the project, thesis or dissertation; participation in a final oral defense. The committee may conduct other forms of assessment and will recommend to the Faculty of Graduate Studies whether or not a degree be awarded to a candidate. See the Graduate Supervision Policy on the Faculty of Graduate Studies website for more information.

The MA thesis stream supervisory committee must have at least two members:

Member #1: The supervisor - must be from the home academic unit;

Member #2: Normally from within the home academic unit; may be a co-supervisor or a committee member.

Additional supervisory committee members may be added without the approval of the Dean as long as they are members of the Faculty of Graduate Studies or have had specific permission from the Dean of Graduate Studies to serve as a member. When you begin writing your thesis there are many resources available to you through the faculty of Graduate Studies.

**Proceeding to Oral Defense**

Before you defend your thesis there are a number of steps that you must take. A student may not proceed to defense until the supervisory committee approves the entire thesis and the thesis is submitted to the Faculty of Graduate Studies. The external examiner only reads the thesis after it has been submitted to the Faculty of Graduate Studies. The external examiner of an MA thesis is normally a member of the Faculty of Graduate Studies but not a member of the History Department. Timeline for 24-month completion:

* September–April of your second year meet regularly with your supervisor and regularly submit chapter drafts.
* April 15 of second year submit entire draft of thesis to supervisor. Allow three weeks for the supervisor to read the thesis and the remainder of May to complete necessary revisions.
* Confirm with your supervisory committee when they might be available for a possible defense date.
* June 1 submit entire draft to committee members. Allow three weeks for them to read the thesis.  Allow three weeks to make the required revisions.
* July - submit [request for oral examination form](https://www.uvic.ca/graduatestudies/assets/docs/pdfs/forms/request-for-oral-examination---masters.pdf) to the Faculty of Graduate Studies once all committee members have examined the thesis and are satisfied that it represents an examinable document for the degree requirements. This form must be received by the Faculty of Graduate Studies 20 working days before your oral defense (not including the day of the defense).
* August - 20 working days after submission or whenever your committee can assemble. Oral defense and examination that normally lasts one and a half to two hours. The student begins by providing a 15-minute presentation followed by two rounds of questions. Members of the public are invited to attend. The examining committee determines whether the defense is acceptable and normally requires further revisions.
* August 31. Final day to submit the revised and complete thesis to UVicSpace.