

PhD Checklist to Thesis Completion

December 31st, April 30th, and August 31st are the last days of each term to submit your final thesis (post defense; required edits all done) and your final paperwork (signed off by your supervisors and our Director). Kalisa facilitates the paperwork on your behalf once your supervisor approves the final edits and you have uploaded your final thesis to UVicSpace.

FORMS

- ROE Form (Request for Oral Examination):
<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf>
 - Thesis/Dissertation Withholding Form:
<https://www.uvic.ca/graduatestudies/assets/docs/docs/Withholdingform.pdf>
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BEFORE YOUR DEFENSE:

- Notify Kalisa about a possible defense.
- Send a copy of your thesis to your committee (at least 2 weeks before the *ROE* form is due to Kalisa.)
- Finalise possible date and time of your defense. Your supervisor(s) will be responsible for contacting an external examiner.
- Upload a pdf file of your defendable thesis to GS699 on CourseSpaces.uvic.ca before you submit the *ROE* form to Kalisa.
- Submit your formal application to graduate once you have been registered in GS699:
<https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>
- Submit your *ROE* form to Kalisa at least 30 working days before your defense date. When counting days, do not include statutory holidays, weekends or the actual date of the defence.
- Complete the *Thesis/Dissertation Withholding Form* alongside your *ROE* form.
- The day before or on the day of your defense, pick up the *Thesis/Dissertation Approval form* from Kalisa and bring it to your defence. Give this form to your committee, they will fill it out and hand it back to Kalisa.

AFTER YOUR DEFENSE:

- Submit an electronic copy of your FINAL thesis/dissertation to UVicspace.
 - Kalisa will email you a “pre-defense” email with more information on links and guides to uploading your thesis online
 - You should receive an email from Graduate Admissions and Records with instructions on how to access UVicspace
 - Contact our Grad Clerk Elizabeth at grad18@uvic.ca for any questions

****Please ensure that you have marked the checklist at the top of the ROE form****