- MSc ROE form
- Withholding form

BEFORE YOUR DEFENSE:

- Notify the Departmental Secretary as soon as possible.
- Send a copy of your thesis to your committee (at least 2 weeks before the ROE form is due to the Departmental Secretary.)
- Finalize possible date and time of your defense. Your supervisor(s) will be responsible for contacting an external examiner.
- Submit your formal application to graduate: [https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php](https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php)
- Inform the Departmental Secretary if the defense will be held through Zoom
  - Zoom – Your supervisor(s) will be responsible for arranging and will need to provide the Departmental Secretary a copy of the link.
- Contact Departmental Secretary to book a room.
- Send the Departmental Secretary:
  - Completed ROE form.
  - Withholding form (if applicable)
  - .pdf copy of your defendable thesis
  - These must be submitted at least 20 working days before your defense date. When counting days, do not include statutory holidays, weekends, or the date of the defense.
  - Please note that additional edits to your thesis will not be accepted once you have submitted your defendable thesis to the Departmental Secretary.
- Register for a UVic Space account: [https://dspace.library.uvic.ca:8443/register](https://dspace.library.uvic.ca:8443/register)
- You and your supervisor(s) will receive the Thesis/Dissertation Approval form by email from the Departmental Secretary. Your committee will need to complete this form.
AFTER YOUR DEFENSE:

- Email a copy of your FINAL thesis/dissertation to the Graduate Secretary.
- You must have your Final dissertation submitted in the UVicSpace by either December 31st, April 30th, or August 31st in order to graduate in the term you defended in.
- Submit an electronic copy of your FINAL thesis/dissertation to UVicSpace.
  - You will receive 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 Graduate Admissions & Records Advisor Sandra Basket grad6@uvic.ca if you need assistance with the UVicSpace.