

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). The Graduate Secretary 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 \(PhD Request for Oral Examination\)](#) (Faculty of Graduate Studies website – forms)
 - [Thesis/Dissertation Withholding Form](#) (Faculty of Graduate Studies website – forms)
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BEFORE YOUR DEFENSE:

- Notify the Graduate Secretary about a possible defense.
- Send a copy of your thesis to your committee (at least 2 weeks before the *ROE* form is due to the Graduate Secretary.)
- Finalise possible date and time of your defense. Your supervisor(s) will be responsible for contacting an external examiner.
- 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 the Graduate Secretary at least 30 working days before your defense date. When counting days, do not include statutory holidays, weekends or the actual date of the defense.
- Attach a copy of your defendable thesis to the graduate secretary along with the completed *ROE* form and withholding form (if applicable).
** Please note that additional edits to your thesis will not be accepted once you have submitted your defendable thesis to the graduate secretary.*
- 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 the Graduate Secretary and bring it to your defense. Give this form to your committee, they will fill it out and hand it back to the graduate secretary.

AFTER YOUR DEFENSE:

- 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 Grad Clerk Elizabeth Rodford at grad18@uvic.ca for any questions