## MA Thesis Oral Defense Procedures/Checklist for Economics Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility Of</th>
<th>Completed by</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>Step 1</td>
<td>Student</td>
<td>Notify Grad Secretary at beginning of term.</td>
<td><strong>If completing MA Thesis and defending student MUST be:</strong>&lt;br&gt;1. Registered for ECON 599 in the term student is defending&lt;br&gt;2. Notify Grad Secretary and his/her Supervisor of his/her intent to defend at the beginning of term. (Grad Sec must notify FGS of student’s intent to defend; FGS will then register student in Course Spaces GS 599)&lt;br&gt;3. Submit an online application to graduate via MY PAGE along with the $44 fee to GARO by the stated deadline in application form&lt;br&gt;Grad App found: <a href="http://www.uvic.ca/current-students/home/graduating/">http://www.uvic.ca/current-students/home/graduating/</a></td>
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<td>Step 2</td>
<td>Supervisor</td>
<td>20+ working days prior to defense</td>
<td><strong>Supervisor appoints supervisory committee (if not already done):</strong>&lt;br&gt;1. Co-supervisor, Member or outside member&lt;br&gt;<strong>Supervisor must also:</strong>&lt;br&gt;2. Recommend External Examiner</td>
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<td>Step 3</td>
<td>Student</td>
<td>25-30 business days prior to defense</td>
<td><strong>25-30 business days prior to the defense date:</strong>&lt;br&gt;1. Student completes written portion of Thesis.&lt;br&gt;Thesis template: <a href="http://libguides.uvic.ca/uvicspace/etds/wordtemplate">http://libguides.uvic.ca/uvicspace/etds/wordtemplate</a>&lt;br&gt;2. Student provides a copy of the Thesis to everyone on his/her supervisory committee to read/review.</td>
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<td>Step 4</td>
<td>Student / Supervisory Committee</td>
<td>25-30 business days prior to defense</td>
<td><strong>Once supervisory committee has read and agreed essay is examinable:</strong>&lt;br&gt;1. Student and committee will decide on a date and time for the defense.&lt;br&gt;2. Defense date must allow at least 25 business days for Grad Secretary to submit <a href="http://www.uvic.ca/current-students/home/graduating/">Request for Oral Examination</a> form to FGS.</td>
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<td>Step 5</td>
<td>Student or Supervisor</td>
<td>25-30 business days prior to defense</td>
<td><strong>Notify Graduate Secretary via email (<a href="mailto:gradecon@uvic.ca">gradecon@uvic.ca</a>) of:</strong>&lt;br&gt;1. Defense date and time&lt;br&gt;2. Title of thesis or provide digital copy of thesis to Grad Secretary&lt;br&gt;3. Who is on the Supervisory Committee:&lt;br&gt;   a. Supervisor&lt;br&gt;   b. Member, outside member or co-supervisor&lt;br&gt;<strong>NOTE:</strong> FGS to find Chair for Supervisory Committee&lt;br&gt;4. Who the external examiner is including:&lt;br&gt;   a. Full legal name&lt;br&gt;   b. Address&lt;br&gt;   c. Phone number&lt;br&gt;   d. Email address&lt;br&gt;   e. University &amp; Department external examiner is from&lt;br&gt;5. Any other special requirements (do you need a large room because you are expecting a fair number of people to attend? Do you need video conferencing capabilities)</td>
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<td>Step 6</td>
<td>Student / Grad Secretary</td>
<td>25 business days prior to defense</td>
<td><strong>25 business days PRIOR to the defense date submit:</strong></td>
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*Updated: June, 2018*
1. Student will upload thesis to Course Spaces. This must be done prior to the Graduate Secretary submitting the ROE form to FGS.
2. Submit thesis to external examiner, either by grad sec, supervisor, or grad advisor (external examiner needs 20 business days to review thesis)
3. Grad Secretary submits Request for Oral Examination form (student signature required; electronic signatures acceptable)

*FGS will not proceed with a defense if the ROE is not received in their office 20 business days prior to defense date.*

### Step 7
**Student**
7 business days prior to defense

1. **7 business days PRIOR to the defense date**
   1. Submit a PDF copy (if you have not done so already in step 5) of the thesis to the Graduate Secretary in order to print and display in the Department for faculty and students perusal.

### Step 8
**Student**
Day of defense/prior to defense

1. **Student to pick up signed out laptop and projector**
   NOTE: Student & Supervisor are responsible for the return of these items to the ECON department this includes financial responsibility for damage or loss.
2. Student to pick up and give Thesis Approval Form to Supervisor prior to presenting at defense

### Step 9
**Supervisory Committee**
Day of defense / post defense

If the student’s thesis satisfies the requirement for the ECON MA degree, everyone on the Supervisory Committee signs the Thesis Approval form

### Step 10
**Student / Supervisor / Grad Secretary**
Day of defense / post defense

Student/Supervisor visit Grad Secretary to sign necessary post-defense forms and return keys.

### Step 11
**Student**
Once final revisions are complete / prior to end of term

**Take note of when your completion deadline is (Dec 31, April 30, Aug 31) and be sure to have the following items completed several days before the deadline (Students taking advantage of the CPFA plan will have a deadline of the last day of the month in which they defend).**

1. Upload thesis to UVic Space (allow several days for GARO to review and request edits to formatting before it can be finalized.)
2. Submit the following to Graduate Secretary:
   a. Final copy of thesis electronically (PDF)

*Graduate Secretary will not be able to complete the final paperwork to submit to GARO until the final copy of thesis is submitted to her.*

*For any inquiries on the administrative procedures, please contact the Economics Graduate Secretary at: gradecon@uvic.ca*