

## PhD Oral Defense Procedures for Economics Department

	Responsibility Of:	Completed by:	Procedure	Completed
Step 1	Student	Apply to Graduate by: Nov. 15 <sup>th</sup> June Convocation Feb. 15 <sup>th</sup> June Convocation July 15 <sup>th</sup> Nov. Convocation	If completing dissertation and defending student MUST be: <ol style="list-style-type: none"> <li>1. Registered for ECON 699</li> <li>2. Notify Grad Secretary and his/her Supervisor of his/her intent to defend at the beginning of term.</li> <li>3. Submit an online application to graduate via MY PAGE along with the \$44 fee to GARO by the stated deadline in application form.</li> </ol>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>
Step 2	Supervisor	50+ working days prior to defense	<b><u>Supervisor must ensure that a supervisory committee is in place:</u></b> <ol style="list-style-type: none"> <li>1. Supervisor</li> <li>2. Co-Supervisor or member from unit</li> <li>3. Member from outside unit</li> </ol> <b><u>Supervisor must also select an external examiner for recommendation</u></b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 3	Student	45+ working days prior to defense	<b><u>45+ business days prior to the defense date:</u></b> <ol style="list-style-type: none"> <li>1. Student completes written portion of dissertation.</li> <li>2. Student provides a copy of the dissertation to everyone on his/her supervisory committee to read/review.</li> </ol>	<input type="checkbox"/> <input type="checkbox"/>
Step 4	Supervisor	45+ working days prior to defense	<ol style="list-style-type: none"> <li>1. Contact external examiner and have external examiner send an updated copy of his/her Curriculum Vitae in PDF to the Graduate Secretary at: <a href="mailto:gradecon@uvic.ca">gradecon@uvic.ca</a></li> <li>2. Complete <a href="#">Confirmation of Arms-length Status Form</a> and submit to the Grad Secretary no later than 40 days before defense date</li> </ol>	<input type="checkbox"/> <input type="checkbox"/>
Step 5	Student / Supervisory Committee	35+ working days prior to defense	<b><u>Once supervisory committee has read and agreed dissertation is examinable:</u></b> <ol style="list-style-type: none"> <li>1. Student and committee will decide on a date and time for the oral defense.</li> <li>2. Defense date must allow at least 30 business days for Grad Secretary to submit <a href="#">Request for Oral Examination</a> form to FGS.</li> <li>3. Send final draft dissertation to graduate secretary</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 5	Student or Supervisor	35+ working days prior to defense	Notify Graduate Secretary via email ( <a href="mailto:gradecon@uvic.ca">gradecon@uvic.ca</a> ) of: <ol style="list-style-type: none"> <li>1. Defense date and time</li> <li>2. Title of dissertation</li> <li>3. Who is on the Supervisory Committee:               <ol style="list-style-type: none"> <li>a. Supervisor</li> <li>b. Member (within academic unit)</li> <li>c. Member (outside academic unit)</li> </ol> </li> <li><b>NOTE:</b> FGS to find Chair for Supervisory Committee</li> <li>4. Who the external examiner is including:               <ol style="list-style-type: none"> <li>a. Name, Address, Phone, Email, University, Dept</li> </ol> </li> <li>5. Any other special requirements (large room due to number of expected attendees, video conferencing capabilities, etc)</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 6	Student/Grad Secretary	30 working days or more prior to	<b><u>30 or more business days PRIOR to the defense date:</u></b> <ol style="list-style-type: none"> <li>1. Sign the completed Request for Oral Examination Form</li> </ol>	<input type="checkbox"/>

		defense	<ol style="list-style-type: none"> <li>2. Make sure the graduate secretary has a copy of your dissertation. <b>This is the DEFENSE DOCUMENT.</b> You will have no further chance to make changes – not even a typo or a page number. You can revise and edit after defending before submitting your Final Dissertation.</li> <li>3. Student <b>must send final draft</b> to everyone on the committee. FGS will send final draft to external examiner.</li> <li>4. Grad Secretary submits the completed Request for Oral Examination form and dissertation to FGS. <b>FGS will not proceed with a defense if the ROE is not received in their office 30 business days prior to defense date.</b></li> </ol>	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/>
Step 7	Student	Day of Defense/prior to defense	<ol style="list-style-type: none"> <li>1. Student to pick up signed out laptop and projector <b>NOTE:</b> Student &amp; Supervisor are responsible for the return of these items to the ECON department as well as financially responsible for damages or loss.</li> <li>2. Student to pick up <b>Dissertation Approval Form</b> from Graduate Secretary / Student gives this form to Supervisor prior to presenting at defense</li> </ol>	<input type="checkbox"/>  <input type="checkbox"/>
Step 8	Examination Committee	Day of Defense / post defense	If the student's dissertation satisfies the requirement for the ECON PhD degree, everyone on the Examining Committee signs the Dissertation Approval form except the supervisor who signs after revisions are complete	<input type="checkbox"/>
Step 9	Student / Supervisor / Grad Secretary	Day of Defense / post defense	Student/Supervisor to see Grad Secretary in order to sign necessary paperwork, return laptop/projector, and keys.	<input type="checkbox"/>
Step 10	Student	Once final revisions are complete / before end of term	<p><b>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).</b></p> <ol style="list-style-type: none"> <li>1. Upload dissertation to UVic Space. (allow several days for GARO to review and request edits to formatting before it can be finalized.)</li> <li>2. Submit following to Graduate Secretary: <ol style="list-style-type: none"> <li>a. Final copy of dissertation electronically (PDF)</li> </ol> </li> </ol> <p><b>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.</b></p>	<input type="checkbox"/>  <input type="checkbox"/>