

PSYCHOLOGY GRAD ADVISOR'S CHECKLIST
for approving "Request for Oral Examination"

Student's Name: _____

☐ **Request for Oral Examination form:**

- ☐ Signature of all committee members (if member is out of town, can email approval – see FGS guidelines)
- ☐ Information about external examiner (name and contact info for MSc & PhD; CV for PhD only)
- ☐ Confirmation of Arm's Length Status form (PhD only): can be submitted to FGS by supervisor ahead of time
- ☐ Registration for UVicSpace for post-defense submission
- ☐ Thesis/dissertation withholding form (optional)
- ☐ Signature of grad advisor (*after* committee has signed and defense date has been set)
- ☐ Copy of (most recent) Human Ethics approval or waiver (required for FGS) – your name must be on it

☐ **Master's defense: electronic copies of thesis**

- ☐ send PDF of thesis to Grad Secretary psychgrd@uvic.ca and Grad Advisor: psycgadv@uvic.ca

☐ **Doctoral defense: electronic copies of dissertation**

- ☐ send PDF of dissertation to Grad Secretary psychgrd@uvic.ca and Grad Advisor: psycgadv@uvic.ca

☐ **Thesis/ dissertation format:** (see "Guidelines for the Preparation of Master's Theses and Doctoral Dissertations")

- ☐ proper format (check margins, all sections there, etc.)
- ☐ title page **without** committee names
- ☐ Supervisory Committee page with committee member names and positions on the committee
- ☐ abstract page with committee member names and positions on the committee (at the top)
- ☐ table of contents, list of tables, and list of figures

☐ **CAPP: Curriculum Advising and Program Planning form** (you can view your CAPP from your "My Page" link; the Grad Advisor will access your CAPP online to review it with you at the ROE meeting)

- ☐ Units for Psyc 599/699 = _____ (normally 6.0 for Master's thesis and 15.0 for PhD dissertation)
- ☐ all sub-requirements indicate "Yes"?
- ☐ TOTAL PROGRAM UNITS = _____
- ☐ (clinical students only) COM grades on record where practicum is completed?
- ☐ Grad Advisor: inform Grad Secretary which courses are to be excluded from MSc program (e.g., to be used for PhD)

For Master's: (if continuing)

- ☐ Name of Ph.D. supervisor: _____
- ☐ Complete application for PhD

Instructions for Grad Advisor:

- ☐ Return ROE, ethics form, etc. to student who takes them to Grad Secretary to copy for department records – student then sends originals to Grad Studies

Grad Advisor's signature

Date