

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)
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For Master's: (if continuing)

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

Instructions for Grad Advisor:

- Return ROE, ethics form, etc. to Grad Secretary who will send to FGS.

Grad Advisor's signature

Date