

Preparing to Defend your Thesis or Dissertation

This document is to be used as a guide. There may be additional tasks/forms required, it is the **student's** duty to ensure all forms and procedures are followed. In order to meet these deadlines, please be aware of the following required steps and timelines; you should **count on the defense process taking approximately two (2) months**:

- (1) Consult the Faculty of Graduate Studies website ([Resources](#)) for guidance on preparing your thesis/dissertation.
- (2) First, your supervisor must confirm with you that your thesis is ready to be submitted to your committee for review (it will have already gone through a series of revisions before you submit it to your committee).
- (3) Your **committee requires at least two weeks to read your final thesis** (be sure to also allow for sufficient time to make further revisions).
- (4) In consultation with your supervisor, an external examiner (EE) is selected (MSc: within UVic but outside of Psychology; PhD: outside of UVic); it is your supervisor's role to contact the EE.
- (5) The student and the committee will decide on a **date for the oral** that is convenient for everyone (including the External Examiner) that is **at least 4 to 6 weeks in the future**. Department or Graduate Secretary can assist with booking a room.
- (6) Once your committee has agreed that your thesis or dissertation is "ready to defend", you will attain the signatures of the committee and the Graduate Advisor on the Request for Oral Examination. [ROE - doctoral](#) or [ROE - Masters](#)
- (7) Make an appointment (**this must be 5 days in advance of the 20/30 business days deadline**) with the Graduate Advisor to obtain her signature on the ROE. Be sure to review the [Graduate Advisor Checklist](#) before your meeting and bring the following materials to this meeting: a) completed ROE form, b) [withholding form](#) c) human ethics approval/waiver, d) External Examiner's CV for the PhD defence, e) [External Examiner Arm's Length form](#) – PhD only and f) send PDF of thesis/dissertation to Grad Advisor psycgadv@uvic.ca. Before submitting ROE please ensure Karen Kienapple, Graduate Secretary has a copy of the form and other supporting documentation and send her an electronic copy of your thesis or dissertation to psychgrd@uvic.ca.
- (8) Ensure you register for [UVicSpace](#) Later, after the oral exam and the final thesis has been approved, you will utilize UVicSpace to digitally submit your final, approved thesis.
- (9) If you are planning to continue onto the PhD ensure you complete the online application and pay the application fee. Check with graduate secretary about the application process. No other documentation is required, but a form needs to be completed.
- (10) Once you have successfully defended your thesis, you should **allow for at least two weeks for revisions and final approval** from your supervisor and/or committee (therefore, **plan to defend by mid-April if you want to complete your degree in the spring term, by mid-**

August if you want to complete your degree in the summer term and by mid-December if you want to complete your degree in the fall term.

- (11) When all revisions are complete you need to upload your final thesis/dissertation to UVicSpace and the Graduate Secretary will send the following forms to GARO electronically
- a. the letter recommending your graduation (signed by your supervisor and department chair)
 - b. thesis/dissertation approval form
- (12) The next deadlines for meeting all degree requirements are **4:00 p.m. January 2, 2020 for fall term (spring 2020 graduation)**, **3:00 p.m. April 30, 2020 (for spring 2020 graduation)** and **4:00 p.m. August 31, 2020 (for fall 2020 graduation)**. **Please note: Graduate Studies allows no exceptions.** This means that you must complete your thesis, have your final oral defence, complete revisions and submit a copy of your final version of your thesis along with the necessary accompanying documents to GARO by this deadline.

Spring Graduation:

If you are defending in the fall term:

Meeting the **January 2, 2020 deadline** means that your program will be considered complete as of the end of the Fall term and you will not have to register or pay fees for the Spring term (unless you plan to enter the PhD program in January). *You have to apply to graduate by November 15 in order to be eligible for the spring convocation in June.*

In order to meet the **January 2, 2020 deadline**, here is the suggested timeline:

Final draft of your thesis/dissertation to your committee:

- **MSc:** end of October/start of November
- **PhD:** mid-October

ROE form due to Grad Studies: (NB: count the exact number of days)

- **MSc:** beginning to mid-November
- **PhD:** end of October/start of November

Date for oral defence:

- First two weeks of December to allow sufficient time for revisions
- defence must occur **no later than December 15th**

If you are defending in the spring term:

Meeting the **April 30th deadline** means that your program will be considered complete as of the end of the Spring term and that you will not have to register or pay fees for the Summer term (unless you plan to enter the PhD program in May). *You have to apply to graduate by February 15 in order to be eligible for the spring convocation in June.*

In order to meet the **April deadline**, here is the suggested timeline:

Final draft of your thesis/dissertation to your committee:

- **MSc:** end of February/start of March
- **PhD:** mid-February

ROE form due to Grad Studies: (NB: count the exact number of days)

- **MSc:** beginning to mid-March
- **PhD:** end of February/start of March

Date for oral defence:

- First two weeks of April to allow sufficient time for revisions
- defence must occur **no later than April 15th**

Fall Graduation:

If you are defending in the summer term:

Meeting the **August 30th deadline** means that your program will be considered complete as of the end of the Summer term and that you will not have to register or pay fees for the Fall term (unless you plan to enter the PhD program in September). *You have to apply to graduate by July 15 in order to be eligible for the fall convocation in November.*

In order to meet the **August deadline**, here is the suggested timeline:

Final draft of your thesis/dissertation to your committee:

- **MSc:** end of June/start of July
- **PhD:** beginning to mid-June

ROE form due to Grad Studies: (NB: count the exact number of days)

- **MSc:** mid-July
- **PhD:** end of June/start of July

Date for oral defense:

- First two weeks of August to allow sufficient time for revisions
- defence must occur **no later than August 15th**

Theses Binding

- 1) ZAP – located in the SUB
- 2) Academic Bookbinding – located in Vancouver 604-575-6864
- 3) [Rasmussen Bindery](#) – located in Vancouver\
- 4) [Victoria Bindery](#)

Thesis or dissertation binding is arranged and paid for by student.