

DEGREE COMPLETION CHECKLIST

Recommended Timeline for Completion

MSc

- **4 weeks before the Request for Oral Exam is due:** give your thesis to your supervisor(s) for review and approval (allow 2 weeks)
- **2 weeks before the Request for Oral Exam is due:** give your thesis to your supervisory committee for their review and approval (in preparation to submit the Request for Oral Exam) (allow 2 weeks)
- **prior to 20 working days before defense:** submit [Request for Oral Exam](#)
- **15th of the last month of term:** all students should have had their defense by this date
- **last working day of term:** final deadline for all degree requirements (EVERYTHING must be submitted to Graduate Admissions and Records) no exceptions

PhD

- 4 weeks before (2 weeks)

- **prior to 30 working days before defense:** submit [Request for Oral Exam](#)
- **15th of the last month of term:** all students should have had their defense by this date
- **last working day of term:** final deadline for all degree requirements (EVERYTHING must be submitted to Graduate Admissions and Records) no exceptions

Pre-Defense Preparations

Refer to these [resources](#) provided by the Faculty of Graduate Studies.

Apply to graduate via your

Application fee is assessed at the time of the application and is payable by the end of the month in which the application is made. Sometimes plans do not work out,

if you do not complete your degree requirements as scheduled, you will need to

re-apply by completing the application again and paying the application fee. If you

apply after the due date, you will have to pay a \$10 late fee.

Make sure your thesis is [formatted correctly](#)

Follow the timeline above to have your supervisor(s) and committee approve your thesis for defense. Allow two weeks for committee members to review your thesis.

Discuss your External Examiner with your supervisor(s). It is the responsibility of the supervisor(s) to contact the proposed External Examiner to confirm that they are willing to serve and that the date and time for the oral exam is satisfactory.

- **MSc Exam:** The External Examiner must be someone who is familiar with the field of research. The external examiner may be from within the home academic unit, provided that there is at least one non-unit member on the supervisory committee. This person must not have had any involvement with graduate supervision of the candidate. The External Examiner can also be from outside UVic. Once the external examiner has been selected, there may be no communication about the student or their thesis between the External Examiner and the supervisor, committee members, or student prior to the oral defense. If communication is necessary, it must be made through the Office of the Dean of Graduate Studies.
- **PhD Exam:** The External Examiner must be someone who is at arm's length and an authority within the field of research being examined. The External Examiner must be approved by the Dean of Graduate Studies after submission of a complete CV and Arm's Length Status form. For PhD, all (co-)supervisors must complete the [Nomination of External Examiner and Confirmation of Arm's Length Status](#) form that the Graduate Program Assistant will submit to FGS with a copy of the CV and the Request for Oral Exam form. Once the external examiner has been selected, there may be no communication about the student or their thesis between the External Examiner and the supervisor, committee members, or student prior to the oral defense. If communication is necessary, it must

