

Discuss your - - 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 forms. 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 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 be made through the Office of the Dean of Graduate Studies.

At The Oral Examination

At the oral examination, you will give a brief, 20-minute presentation summarizing your thesis work. This will be followed by questions. The external examiner has the first opportunity to ask questions, followed by the committee members, with the supervisor being last. A second round of questions may take place. You will then be asked to leave the room while the committee arrives at an assessment of the oral exam of your thesis and the written thesis. You will then be notified of the committee's decision and of any further actions that need to be taken. Your supervisor will be your contact to ensure that final revisions are carried out as agreed at the oral exam. Before the oral exam, the Graduate Assistant will prepare two forms that will be signed at the exam and HELD by the supervisor or Graduate Assistant after the exam until the supervisor provides any required revisions. The two forms are:

- Letter of Recommendation: to be signed by the supervisor and chair of the department after all degree requirements are completed.
- Thesis/Dissertation Approval Form: to be signed by all members of your supervisory committee AND the External Examiner.

After The Oral Examination

Complete any revisions requested by your committee.

Notify the Graduate Assistant that your revisions have been accepted by your committee. They will then submit your final paperwork.

[Submit your thesis to UVicSpace](#) for archiving by [library](#). Your thesis will be approved or rejected based on correct formatting. If your document is rejected, make any corrections and resubmit to UVicSpace. When your thesis has been approved, you will receive an email confirming that your thesis has been archived. The revisions and UVicSpace submission process can take over a week depending on how many revisions you need to do. Plan to allow yourself time to complete the revisions.

Leaving The Department

Return all keys and textbooks etc. to the appropriate contacts.

Remove any personal items from your office, desk and lab.

Update your forwarding address on MyPage.

Settle any outstanding fees with Graduate Admissions and Records and the Accounting department (or you will not be allowed to graduate).

Please note that your @uvic.ca email account will be disabled 30 days after your last semester then archived for up to 1 year. All archived data is deleted after 1 year. Your UVic email and Netlink ID will be valid indefinitely, in the event that you return to UVic but you will not be able to access anything after the above mentioned timeline. **BACKUP YOUR EMAIL WHILE YOU STILL CAN!**