

Final Oral Exam Guidelines - PhD

BEFORE YOUR DEFENSE:

Review the Oral Exam Guidelines here: <https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php>

Notify the Departmental Secretary as soon as possible.

Send a copy of your thesis to your committee (at least 2 weeks before the *ROE* form is due to the Departmental Secretary.)

Finalize possible date and time of your defense. Your supervisor(s) will be responsible for contacting an external examiner.

Submit your formal application to graduate:

<https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreg/index.php>

Inform the Departmental Secretary if the defense will be held through *Zoom*

- * *Zoom* – Your supervisor(s) will be responsible for arranging and will need to provide the Departmental Secretary a copy of the link.

Contact Departmental Secretary to book a room.

Send the Departmental Secretary:

- * Completed *ROE* form.
- * *Withholding* form (if applicable)
- * .pdf copy of your defensible thesis
- * an updated CV from the external examiner
- * confirmation of arm's length status form.
- * These must be submitted at **least 30 working days** before your defense date. When counting days, do not include statutory holidays, weekends, or the date of the defense.
- * *Please note that additional edits to your thesis will not be accepted once you have submitted your defensible thesis to the Departmental Secretary.*

You and your supervisor(s) will receive the *Thesis/Dissertation Approval form* by email from the Departmental Secretary. Your committee will need to complete this form.

AFTER YOUR DEFENSE:

Email a copy of your FINAL thesis/dissertation to the Graduate Secretary.

You must have your Final dissertation submitted in the UVicSpace by either December 31st, April 30th, or August 31st.

Submit an electronic copy of your FINAL thesis/dissertation to UVicspace.

- You will receive a “pre-defense” email with more information on links and guides to uploading your thesis online
- You should receive an email from Graduate Admissions and Records with instructions on how to access UVicspace
- Contact our Graduate Admissions & Records Advisor Sandra Basket grad6@uvic.ca