

## **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

- (11) 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.**
- (12) When all revisions are complete you need to upload your final

**If you are defending in the spring term:**

Meeting the **April 30<sup>th</sup> 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*

## **Theses Binding**

Thesis binding is not required, but if you wish to have your thesis or dissertation bound here are some resources.

- 1) UVic Printing Services <https://www.uvic.ca/print/services/bindery/index.php>
- 2) First Choice Books <https://firstchoicebooks.ca/printing-binding/thesis-binding/>
- 3) Victoria Bindery <https://victoriabindery.com/>
- 4) Island Blue Print <https://reprographics.islandblue.com/servicecenter/bindery-finishing.html>

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