

## M.Eng. Degree Completion Steps

### BEFORE STARTING THE DEFENCE PROCESS

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**REGISTRATION:** M.Eng. students must be registered in ELEC 509 & ELEC 598 for the term in which you defend.

*Co-op: Graduate Students can defend in the same term they are on Co-op. You must be registered in a Co-op work term, ELEC 509 & ELEC 598; being registered in all three of these courses will require you to pay more tuition. A Graduate Student may go on a Co-op work term after their defense only if it is the **final Co-op work term** required to obtain the Co-op Designation.*

### STEPS FOR THE STUDENT:

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1. **Meet with Graduate Secretary** – It is highly recommended you meet with the Graduate Secretary to go over program completion information. The first page of the Checklist for Non-Thesis Oral Examinations and Withholding Form (if applicable) must be submitted to your Graduate Secretary a minimum of 10 business days before the Defense (excluding weekends and statutory holidays).
2. **Apply to Graduate** – Complete the Application to Graduate online through your MyPage. Please note, a credit card is required.
3. **Email Project** – Once your Project has been approved by your Supervisor(s), you will need to email it the your Supervisory Committee (excluding the Chair – Supervisor will email) for review.
4. **Schedule your Oral Examination (Defence)** - Meet with your Supervisor to set a day, time and location (Supervisor will book a room) of your Oral Examination. When selecting a date for your Oral Examination, remember to plan on being at UVic for a minimum of 5 working days after the day of your Oral Examination.
5. **Complete the first page of the Checklist for Non-Thesis Oral Examinations (second page for Chair to complete)** – Found at the following link; [http://www.uvic.ca/graduatestudies/assets/docs/docs/Non-thesis%20oral%20exams\\_checklist.pdf](http://www.uvic.ca/graduatestudies/assets/docs/docs/Non-thesis%20oral%20exams_checklist.pdf). NOTE: Notification of Non-Thesis Oral Examination form does not get submitted to the Faculty of Graduate Studies (FGS). Please complete and deliver this form to the Graduate Secretary a minimum of 10 business days prior to the Defense (excluding weekends and holidays).
6. **Email Title of Project and Time** – Please email your Graduate Secretary the title of your project and the time of your Oral Examination.

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### **STEPS FOR YOUR SUPERVISOR:**

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1. **Nominate Chair** - Your Supervisor will nominate a Chair for your Oral Examination.
2. **Email Project to Chair** – Student is not to have correspondence with the Chair.
3. **Book Room** – Book the room for the Oral Examination
4. **Notify Committee Members** – Notify the Supervisory Committee Members of the date and time of the Oral Examination.
5. **Human Ethics Research Approval** – Your Supervisor will complete the Human Ethics Research Approval form or acknowledge that it is not required. The form can be found at the link listed below. <http://www.uvic.ca/research/conduct/home/forms/index.php>

### **AFTER YOUR DEFENCE**

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1. **Revisions** – Make any necessary revisions to your Project, receive approval from your Supervisor
2. **Upload** – contact your Graduate Secretary for instructions [ecegsec2@uvic.ca](mailto:ecegsec2@uvic.ca)
3. **Keys** – Return signed out keys to EOW-448
4. **Email address** – Provide the Graduate Secretary with a forwarding email address
5. **CONGRATULATIONS**, you are done!