

## Ph.D. Degree Completion Steps

### BEFORE STARTING THE DEFENCE PROCESS

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**REGISTRATION:** Ph.D. students must be registered in ELEC 609 & ELEC 699 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 609 & ELEC 699; 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 defence 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 Request for Oral Examination form, External Examiners CV, Arms Length Status form, Withholding Form (if applicable) must be submitted to the Faculty of Graduate Studies a minimum of 30 business days before the defence (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 Dissertation** – Once your Dissertation has been approved by your Supervisor you will need to email it the your Supervisory Committee (excluding the External Examiner – FGS 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 Request for Final Oral Examination (ROE) – Doctoral form** found at the following link;  
[http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request for Oral Examination - Doctoral.pdf](http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf); collect the signatures of the Supervisory Committee. Submit the form to the Graduate Secretary to obtain a signature from the Graduate Advisor.
6. **Upload a PDF copy of your Dissertation** to [CourseSpaces.uvic.ca](http://CourseSpaces.uvic.ca). **Please note:** you will not be able to upload a PDF copy of your Dissertation until you have met with the Graduate Secretary.
7. **Deliver Documents to FGS** - Once the Graduate Secretary has received a signature from the Graduate Advisor she will email you to let you know it is ready for pick up. Once you pick up the ROE the following will need to be delivered to the Faculty of Graduate Studies **a minimum of 30 working days prior to your Oral Examination:**
  - Request for Oral Examination Form
  - External Examiners CV
  - Arms Length Form (one per each Supervisor)
  - Withholding Form (if applicable)

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8. **Declaration Form** – Sign the Declaration Form at the Faculty of Graduate Studies **before** your Oral Examination.

### STEPS FOR YOUR SUPERVISOR:

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1. **Nominate External Examiner** - Your Supervisor will nominate an External Examiner following the guidelines for the Appointment of External Examiners of Doctoral Candidates at the following link;  
<http://www.uvic.ca/graduatestudies/assets/docs/docs/policies/PhDExtExamGuide.pdf>
2. **Arms Length Status Form** – Your Supervisor will fill out and email the Confirmation of Arms Length Status Form to FGS (copying the Graduate Secretary)  
<http://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ExternalExaminerstatus12.pdf>
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.

### AFTER YOUR DEFENCE

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1. **Revisions** – Make any necessary revisions to your Dissertation, receive approval from your Supervisor
2. **Upload** – [grad3@uvic.ca](mailto:grad3@uvic.ca) will email instructions on how to upload a PDF of your Dissertation and copyright forms to UVicSpace and ProQuest.
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!