

MA CHECKLIST

ACTIVITY	DATE DONE
<p>First-term CAPP signed Contact the Graduate Secretary (edcigrad@uvic.ca) to have this printed. You will go over this with your Supervisor to determine the progress of your program.</p>	
<p>Set Supervisory Committee Includes supervisor and at least one other committee member (must have at least one committee member from EDCI). Inform Grad Secretary who updates CAPP report.</p>	
<p>Ethics Approval (if required) If required, go to website http://www.research.uvic.ca/forms/index.htm#HREC for forms. Takes at least 4-6 weeks once submitted to Human Research Ethics.</p>	
<p>Proposal Approval Done with supervisory committee normally after all course work is completed.</p>	
<p>To Schedule Oral First draft to supervisor: Return time arranged with supervisor 2nd draft to committee: Return time arranged with committee Final draft to committee: 2-3 weeks prior to oral form due to Grad Studies. Have your supervisor contact Grad Secretary with date info to have a room booked.</p>	
<p>Request for Oral Form – http://registrar.uvic.ca/grad under Forms Done at least 20 working days prior to oral exam date. Must have signatures of all committee members and submit to Graduate Studies with copy of ethic’s certificate (if required) and one copy of thesis. Student must never contact External Examiner. Completed forms must be submitted to Graduate Secretary for final check.</p>	
<p>Application for Graduation Forms found under Forms at the Graduate Admissions and Records’ website at http://registrar.uvic.ca/grad. For Spring Convocation (May/June) must be done by December 1st. All degree requirements must be completed by April 30th. For Fall Convocation (November) must be done by July 1st. All degree requirements must be completed by August 30th.</p>	
<p>Oral Comprehensive Exam Student must followed Guidelines for the Preparation of Master’s Theses and Doctoral Dissertations for formatting found under Forms at http://registrar.uvic.ca/grad. Student is responsible for providing examining committee with Thesis/Dissertation Approval Form (found under Forms as above). All members, except chair of the exam, must sign the form and the student is responsible for submitting it with the final copies to Grad Studies. If member of the examining committee is off-campus, the form must be couriered to them and received at UVic prior to deadline (see below). Please note that the Oral is public and will be posted on the EDCD listserv.</p>	
<p>Final Copies of Thesis to Graduate Studies Must be received in Grad Studies prior to 4 pm on last working day of Dec, April or August. Other documents required are (all found on above website) and must have original signatures as per information in Guidelines: Thesis/Dissertation Approval Form (one only) UVic Partial Copyright License (one only) Non-Exclusive License to Reproduce Theses form (only if requested microfilming on application for graduation) Thesis/Dissertation Withholding Form – delays release of document for 6 months (only if required due to publishing agreements) Submit PDF file to UVicDSpace</p>	