

MEd CHECKLIST

ACTIVITY	DATE DONE
<p>First-term CAPP report 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 1 committee member who may be from outside of the Department. Inform Grad Secretary who updates CAPP report form.</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</p>	
<p>To Book an Oral Comprehensive Exam Have your supervisor inform Graduate Secretary of date and time of exam (to have room booked) and provide an electronic copy of project title page at least two weeks prior to exam.</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>Project Binding As least one copy must be submitted to Michele Armstrong in MAC A430 (cigrad2@uvic.ca) with a M.Ed. Project Binding form (can be printed from: http://www.educ.uvic.ca/edci/C4-grad.htm). This should be done within one month following the completion of project.</p>	