

PHD 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 you Supervisor to determine the progress of your program.</p>	
<p>Completion of 15.0 Units of Approved Coursework Core courses (600,601,681), other required courses and electives (approved by supervisor) completed with a satisfactory grade.</p>	
<p>Set Supervisory Committee Done prior to Candidacy Exams– includes supervisor and 3 committee members (1 must be from outside department, can have up to 2) Inform Grad Secretary who updates committee details.</p>	
<p>Candidacy Exams Done within first two years of program, registration blocked if not done in that timeline. Coursework must be completed prior to Candidacies except with the permission of the Graduate Advisor and Dept. Chair. Supervisor informs Grad Secretary who prepares official memo for Grad Studies.</p>	
<p>Proposal Approval Done shortly after Candidacy Exams. Supervisor informs Grad Secretary who prepares memo for department file.</p>	
<p>Ethics Approval 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>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>Request for Oral Form – http://registrar.uvic.ca/grad under Forms Done at least 30 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 two copies of dissertation. 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 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>PhD Announcement Done by Graduate Secretary. Must send Title Page, Abstract and Publication/Presentation/Award list via email attachment at least three weeks prior to oral exam date.</p>	
<p>Oral Comprehensive Exam Student must followed Guidelines for the Preparation of Master’s Theses and Doctoral Dissertations for formatting found on: http://web.uvic.ca/gradstudies/thesis/thesis.php 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).</p>	
<p>Final Copies of Dissertation to Graduate Studies Must be received in Grad Studies prior to 4 pm on last working day of April or August. Other documents required are (all found on above website) and must have original signatures: 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>	