

1. APPLY FOR GRADUATION

UVic holds Convocation ceremonies bi-annually. Your Application for Graduation must be received by Graduate Admissions and Records by **July 1st** in order for you to convocate in November **or December 1st** to convocate in June. **You will not graduate if you do not apply.** Further, UVic will continue to charge you tuition and fees.

<http://www.uvic.ca/graduatestudies/assets/docs/forms/appforgraduation.pdf>

2. SCHEDULE YOUR DEFENSE WITH IGOV

IGOV Oral defenses can be scheduled throughout the academic year. **It is the student's responsibility to set a date with their Supervisory Committee and to ensure that the chosen date complies with Faculty of Graduate Studies (FGS) deadlines.**

Once a date has been chosen, contact the Program Assistant (igov@uvic.ca) immediately to confirm the date's viability. The Program Assistant will add the defense to the IGOV calendar and will book a classroom. Please advise if you require special accommodations like telephone conferencing or power point.

3. REQUEST FOR ORAL TO BE SUBMITTED TO GRAD STUDIES

Students are responsible for completing the Request for Oral (including collecting the relevant signatures), distributing their project reports to their committee members and to the external examiner, and meeting the requirements and deadlines set by Grad Studies. The Program Assistant will assist students with the submission of this form if requested.

Please ensure that IGOV has a copy of your signed Request for Oral for your file.

The Non-Thesis Request for Oral is due in Grad Studies at least 10 working days prior to the defense.

In signing the Request for Oral, the Supervisory Committee is confirming that the project is defensible—you have completed the project and it is satisfactory to the entire Supervisory Committee. Your academic supervisor will identify a chair/external examiner for your defense, to be noted on the Request for Oral. A copy of your project must be forwarded to the chair/external at least 10 working days prior to the defense.

<http://www.uvic.ca/graduatestudies/assets/docs/forms/Non-thesis%20Oral%20Notification%20FORMMar2011.pdf>

4. ALL REMAINING REQUIREMENTS MUST BE SUBMITTED BY THE END OF TERM

Fall: December 23rd Spring: April 30th Summer: August 30th

- Submission of a final copy of your written document with approved revisions to IGOV;
- Title Page (See *Completion and Graduation* on IGOV web page for template); and
- All outstanding fees owed to the University of Victoria.

IGOV must also submit documents to FGS by the end of term deadline to recommend your MAIG degree be awarded. These documents will not be forwarded, and thus you will not graduate, until you have submitted an approved final draft of your Community Governance Project.