



Checklist for Non-Thesis Oral Examinations

Academic unit: _____ **Date of oral examination:** _____

Location of oral examination:_____

[illegible]

- The supervisory committee has at least two members and all committee members hold membership in the Faculty of Graduate Studies.
- All supervisory committee members are listed in SHACOMI.
- Human Ethics Research Approval has been secured, or acknowledgment that it is not required.
- The unit has announced the oral examination (open to the public) to all faculty members involved and to each academic unit involved at least 5 working days prior to the date of the examination.
- If the work is found acceptable and the student holds awards administered by the University, the Graduate Secretary has alerted the FGS Scholarships Officer (scholoff@uvic.ca). (Please include the date of the examination.)
- The Chair of the defence is at arm's length to the candidate and the examining committee.
- The committee members agree that the student's independent research work is ready to be examined:

(Co-) Supervisor: _____
print name signature date

(Co-) Supervisor: _____
print name signature date

member: _____

print name	signature	date
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member: _____

print name	signature	date
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member: _____

print name	signature	date
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- The Chair agrees to follow the Guidelines for Chairs of Oral Examinations.
<http://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ChairsGuidelinesNonthesis.pdf>

Results of the examination:

_____	The independent research work is acceptable and the oral defense is acceptable.
_____	The independent research work is acceptable subject to minor revision and the oral defense is acceptable.
_____	The independent research work is acceptable subject to major revision and the oral defense is acceptable
_____	The examination is adjourned.
_____	The examination is failed.

Examination Chair: _____

print name signature date

Chair's comments if the examination is "adjourned" or "failed" (to be submitted within three working days of the oral examination):

[illegible]