Thesis Writing and Submission Information Session

- Thesis writing
- Thesis examiner
- Initial thesis submission
- Thesis evaluation process
- Final e-thesis submission

Sylvie Fournier
January 2018
Thesis writing

- Thesis components
- Thesis format
- Notes on manuscript-based (article-based) thesis
Thesis components

A thesis can be written in a traditional style or a manuscript (article)-based style.

It cannot be a mixture of the two.

Order of thesis components (in traditional or manuscript format):

1. Title page
   The title of the thesis
   Your name and department followed by "McGill University, Montreal"
   The month and year your thesis is submitted
   The following statement: "A thesis submitted to McGill University in partial fulfillment of the requirements of the degree of Master of Science"
   The universal copyright notice “©” followed by your name and the year your thesis is submitted

2. Detailed table of contents

3. Abstract in both English and French
4. Acknowledgements
Among other acknowledgements, you have to declare the extent to which assistance (paid or unpaid) has been given by other students, research assistants, technicians, or others in the collection of data, the performance of experiments, the analysis of data, and the preparation of the thesis (including editorial help). It is appropriate to recognize the supervision and advice given by your supervisor.

5. Preface (Contribution of Authors)
Your contributions to each chapter must be explicitly stated. The contributions of any co-authors to each chapter must be explicitly stated.

6. Introduction
A comprehensive review of the relevant literature. You should clearly state the rationale and objectives of your research.
Thesis components

7. Material and Methods (traditional format only)

8. Research results (manuscript for article-based style)
   Published article should be reformatted.

9. Discussion (traditional format only)
Thesis components

10. Final conclusion and summary (for both traditional and article-based format)
Clearly state how the objectives of your research were met and discuss the implications of your findings.

11. References
Follow disciplinary norms (be consistent).

12. Appendices (optional)
Useful to present supplementary or raw data, details of methodology (particularly for manuscript-based theses) or any information that would detract from the presentation of the research in the main body of the thesis but would assist readers in their review. All material in appendices is open to examination.
When previously published copyrighted material is presented in your thesis, you must obtain signed permissions/waivers from the publisher and include them in this section.

   Don’t include:
   Permission from co-authors of manuscripts
   Ethics and compliance certificates
**Thesis format**

**Script and Page Format**
A conventional font, size 12-point, 12 characters per inch.
Line spacing: 1.5 or double.
Left and right hand margins: 1 inch.

**Length**
GPS considers 150 pages to be the maximum for a Master’s thesis (including title page, abstracts, table of contents, preface, acknowledgements, reference list, and appendices).
A MSc thesis is usually less than 100 pages.

**Pagination**
Positioning of page numbers is optional.
Pages with figures may be numbered in sequence or left unnumbered. The chosen procedure must be used consistently throughout the thesis.
Pagination must be carefully checked for correct sequence and completeness.
Thesis format

References
Should conform to a scholarly style appropriate to the discipline. Consistency of citation and formatting is required throughout the thesis.

Figures and illustrations
Figures, tables, graphs, etc., should be positioned according to the publication conventions of the discipline. Legends on the same page.

Avoid figures, tables and other illustrations that are larger than a standard page (unless absolutely necessary). Legends of full-page illustrations must be presented on a separate page.

Good idea to have a look on some theses from your lab.
Notes on manuscript-based theses

In manuscript-based theses, the research results are presented as a collection of one or more manuscripts submitted or to be submitted for publication, and/or published articles that are reformatted according to the thesis format requirements.

- Prior publication or acceptance for publication is **NOT** required.

- Publication or acceptance for publication of the your research results does not guarantee that your thesis will be found acceptable by your examiner.

- No specific number of manuscripts or articles are required for a Master’s thesis.
Notes on manuscript-based theses

A manuscript-based thesis must:

• be presented with uniform font size, line spacing, and margin sizes (see thesis format)

• If you have more than one manuscript, your thesis must contain additional text that connects the manuscripts in a logical progression from one chapter to the next, to produce an integrated whole that is documenting a single program of research - the manuscripts alone do not constitute the thesis.

In the case of multiple-authored articles, you must be the primary author. Multiple-authored articles cannot be used in more than one thesis.

In the case of students who have worked collaboratively on projects, it may be preferable for both students to write a traditional format thesis, identifying individual contributions.

Permission must be obtained from co-authors of manuscripts submitted or in preparation for inclusion in the thesis (an email is sufficient, DO NOT include in appendices).
Initial thesis submission requires additional steps.

The most important one is to secure a thesis examiner before initial thesis submission.

Well before your thesis is ready for initial submission, you and your supervisor should identify a potential examiner who is qualified to examine your thesis (think about Summer, Christmas Holidays......).

• How to secure a thesis examiner
• Tips to your supervisor to secure the examiner
• Conflict of interest checklist
A Master’s thesis is evaluated by a single examiner.

A scholar of established competence in the field of the thesis research.

The examiner may be from inside McGill (affiliated with the department or from an other department) or from outside the University.

In the MIMM department, members of the student’s advisory committee CANNOT serve as an examiner.
How to secure the examiner?

Once you and your supervisor have identified a potential examiner, your supervisor (NOT YOU) must:

• **Contact the examiner to confirm its willingness to serve.**
  Initial contact with a potential examiner is made by your supervisor (NOT by you) by phone or email. It is usually best to discuss by phone at some point. Your supervisor should make sure that the potential examiner is able to review the thesis within the required timeline.

• **Ensure that the potential examiner has no conflict of interest**
  Your supervisor must review the Conflict of Interest checklist with the potential examiner and ensure that he/she does not answer “Yes” to any of the questions. If the examiner’s answer to any of the questions in the checklist is “Yes,” that person cannot serve as an examiner.
Tips for your supervisor to secure examiners

Talking Points when contacting the potential examiner by phone

- Explain that a master’s student will soon be completing his/her thesis, and that the McGill process requires the thesis to be examined by an expert in the field.

- Explain that the thesis examination requires a written assessment, but once that is fully completed, the examiner’s work is done.

- Specify when the thesis is expected to be ready for examination, and that the examiner is given 4 weeks to submit his/her assessment and that meeting this deadline is critical for the student’s progress towards the degree.

- Ask if he/she would be willing and able to undertake this task within the expected time.

- Review the Conflict of Interest checklist with the potential examiner.

- If the person agrees, explain that once the thesis is submitted, Graduate and Postdoctoral Studies will contact him/her to arrange for mailing of the thesis and the examination form.
Tips for your supervisor to secure examiners

Throughout the interaction with the potential examiner, your supervisor should not discuss the quality of the thesis, since that could bias the review.

It is, however, possible to send the thesis abstract to the potential examiner, so that he/she may better judge his/her ability to undertake the review.

Share this information with your supervisor when discussing potential examiners. It will make his/her job easier.

Conflict of interest checklist

• Have you co-authored or otherwise carried out research in collaboration with the student or the supervisor within the last five years?

• Do you knowingly have a financial interest in an entity that could benefit from the thesis research?

• Have you previously read the thesis, or parts of it, or evaluated the student's thesis research (e.g., as an advisor, as an advisory committee member, evaluator of progress tracking)?

• Have you previously (within the last five years) examined or been examined by the student's supervisor? This would be the case if you are the former student or former supervisor of the student's supervisor (for external examiner only)

• Have you engaged in (or intend to engage in) discussions/negotiations with student or supervisor relating to future employment or supervision?
Conflict of interest checklist

• Do you have a personal or financial relationship with the student or the supervisor? Relationships that might appear to have a conflict of interest include:
  A past or present spouse or partner
  A close family member
  A past or present business partner

• Have you engaged in other activities that could be interpreted as conflict of interest? Please specify.

Share this information with your supervisor when discussing potential examiners. It will make his/her job easier.
This checklist can be found at: https://www.mcgill.ca/gps/files/gps/conflict_of_interest_checklist_2017.pdf
Initial Thesis Submission

- Thesis submission format
- Initial thesis submission forms
  - The Nomination of Examiners Form
  - The McGill Thesis Non-Exclusive License (MNL) Form
  - The Library and Archives Canada (LAC) Form
Thesis submission format

Your thesis must be submitted as a single PDF from your official McGill email address to:

mastersthesissubmission.gps@mcgill.ca

The naming convention of the PDF thesis is:
ID#_last name_first name_dept name (can be abbreviated)_thesis.pdf
Eg. 260260260_Damian_Andreea_MIMM_thesis.pdf

The subject line of this email must be: Initial thesis submission

You will receive a confirmation receipt of submission.

Good idea to provide a PDF copy of your thesis to your supervisor and co-supervisor.

If you have difficulty emailing your thesis, you should contact the GPS thesis unit at thesis.gps@mcgill.ca
Initial thesis submission forms

3 forms should accompany your initial thesis submission:

1. The Nomination of Examiners Form
2. The McGill Thesis Non-Exclusive License (MNL) Form
3. The Library and Archives Canada (LAC) Form
Nomination of examiners form

There is a nomination of examiners form for Master’s thesis and a different one for Doctoral thesis. Please use the right one!
Master's Thesis Nomination of Examiners Form

Submit this completed form to mastersthesissubmission.gps@mcgill.ca from your official McGill email address with a single PDF version of your thesis and the two library forms (MNL and LAC) in PDF format. Please verify that all signatures are included on page 3 of this form.

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>McGill ID: __________________________</th>
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<tbody>
<tr>
<td>Last</td>
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<td>Email Address: __________________</td>
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<table>
<thead>
<tr>
<th>Unit*: __________________________</th>
<th>Degree: __________________________</th>
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<tbody>
<tr>
<td>Microbiology and Immunology</td>
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</table>

*Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program

Exact Thesis Title: Capitalize proper nouns only (E.g., The politics and economics of the Free Trade deal) and use words rather than symbols (e.g., carbon dioxide instead of CO2).

Note: The convocation booklet will display the thesis title in lower case except for proper nouns.

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Supervisory Committee (list all members)

<table>
<thead>
<tr>
<th>Thesis Supervisor</th>
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<tbody>
<tr>
<td>Full Name/Title</td>
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<tr>
<td>Tel: (__<strong><strong>)</strong></strong>_ – <em><strong><strong><strong>/</strong></strong></strong></em> (extension)</td>
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<tr>
<td>E-mail: ___</td>
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<tr>
<th>Thesis Co-Supervisor (if applicable)</th>
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<tr>
<td>Full Name/Title</td>
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<tr>
<td>Tel: (__<strong><strong>)</strong></strong>_ – <em><strong><strong><strong>/</strong></strong></strong></em> (extension)</td>
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<tr>
<td>E-mail: ___</td>
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<tr>
<th>Other Members</th>
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<tbody>
<tr>
<td>Full Name/Title</td>
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</tbody>
</table>
Names and addresses in the following two sections must be complete with full names (no initials), and complete Unit* and non-McGill addresses, including building and room number, street address, city, province, postal code, e-mail address, as well as telephone number(s).

Examiner

The Unit* has established that the examiner has agreed to evaluate the thesis. The examiner can be internal or external to the Unit* or University. GPS is responsible for sending the examiner a copy of the thesis. The examiner must be able to examine the student and the thesis at arm’s length, free of conflict of interest from any source. The test of whether a conflict of interest might exist is whether it could appear to a reasonable outside person that evaluation of the thesis may be affected by anything other than the merits of the thesis document. The candidate’s Unit* must take reasonable steps to avoid recommending an examiner whose relationship with the candidate, the supervisor, or their research could be seen as jeopardizing an impartial judgment on the thesis. Any individual asked to examine a thesis must declare possible sources of conflict (see checklist).

Full Name/Title

___________________________________________________

Mailing Address (Full campus address where applicable)

___________________________________________________

Tel: (______)_______/(_______)

(extension)

E-mail: _______________________

Certifications and Signatures

The Unit* head or delegate certifies that

☐ All other degree requirements have been met

☐ The nominated examiner internal to McGill is not in conflict of interest according to McGill’s policy (see University conflict of interest regulations)

☐ There is no conflict of interest with nominated examiner external to McGill (see checklist)

Supervisor(s) certifies that:

☐ The thesis meets GPS guidelines for preparation and initial submission

☐ The thesis meets scholarly standards for partial fulfillment of the degree

☐ If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices

☐ The nominated examiner internal to McGill is not in conflict of interest according to McGill’s policy (see University conflict of interest regulations)

☐ There is no conflict of interest with nominated examiner external to McGill (see checklist)
The student certifies that:

☐ Thesis meets GPS guidelines for preparation and submission
☐ If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
☐ If relevant, appropriate permissions have been obtained to include copyrighted material in the thesis
☐ If relevant, appropriate permissions have been obtained from co-authors of manuscripts included in the thesis for such inclusion
☐ In the Preface, contributions of student to each chapter are explicitly stated
☐ In the Preface, contribution of any co-authors to each chapter have been explicitly stated

The supervisor and student acknowledge that there will be no further contact with the examiners after submission of this form. Any contact with examiners by the supervisor or student after submission of this form constitutes a conflict of interest and the examination process will be cancelled.

Date
Student’s Signature
Print Name

Date
Supervisor’s Signature
Print Name

Date
Co-Supervisor’s Signature
Print Name

Date
Unit* Head’s or Delegate** Signature
Print Name

*Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program
**Please attach a copy of approval granting signing authority if signed by delegate other than the Graduate Program Director

Revised May 2017

Contact the Chair of the department directly
The naming convention for the Nomination of Examiners Form is:

ID#_last name_first name_unit name_nomform.pdf

E.g. 260260260_Damian_Andreea_MIMM_nomform.pdf

Please don’t forget to submit an electronic copy of your signed Nomination of Examiners Form to the Graduate Program Coordinator (GPC).
McGill Library and Archives Canada consider graduate theses important sources of original research, and make theses available in electronic form.

As a thesis student you hold the copyright of your thesis.

With your initial thesis submission, you are required to sign two non-exclusive licenses, one with McGill (MNL) and one with Library and Archives Canada (LAC).

The MNL license makes your thesis available in electronic form through McGill’s repository eScholarship@McGill.

The LAC license permits your thesis to be visible and accessible through the Theses Canada Portal.
The McGill thesis non-exclusive license (MNL) form

There are two forms, one in English and one in French:

**McGill Non-Exclusive License MNL (English)** (fillable PDF form)

**McGill licence Non Exclusive des Thèse MLN (French)** (fillable PDF form)

You must complete only ONE of these forms (either the English or French version)

The naming convention for the McGill Thesis Non-Exclusive License form is:

ID#_last name_first name_unit name_MNL.pdf
E.g. 260260260_Damian_Andreea_MIMM__MNL.pdf
There are two forms, one in English and one in French:

**Library and Archives Canada Theses Non-Exclusive License (English)** (fillable PDF form)

**Bibliothèque et Archives Canada licence Non Exclusive des Thèses (French)** (fillable PDF form)

You must complete only ONE of these forms (either the English or French version)

Guess what is the naming convention for the Library and Archives Canada form?

ID#_last name_first name_unit name_LAC.pdf

E.g. 260260260_Damian_Andreea_MIMM_LAC.pdf
Successful Initial Thesis Submission

From: andreea.damian@mail.mcgill.ca

To: mastersthesissubmission.gps@mcgill.ca

Subject: Initial thesis submission

Attachments: 260260260_Damian_Andreea_MIMM_thesis.pdf
260260260_Damian_Andreea_MIMM_nomform.pdf
260260260_Damian_Andreea_MIMM__MNL.pdf (English version)
260260260_Damian_Andreea_MIMM_LAC.pdf (English version)
Thesis evaluation

GPS will send your initial thesis to the examiner.

The examiner has 4 weeks to evaluate your thesis according to the criteria of the Thesis Examination Report.
As a thesis examiner, you will complete this form and attach a written report providing a detailed justification of your evaluation. The deadline to send this form and your written report to Graduate and Postdoctoral Studies (email: thesiscoordinator.gps@mcgill.ca) is ______________. A late report has serious academic and financial consequences for the student. Thank you for your valuable contribution to this student’s examination.

1. Evaluation of the Thesis: Complete the evaluation grid below and comment on the criteria in your written report.

<table>
<thead>
<tr>
<th>Criteria for Evaluation of Thesis</th>
<th>Excellent Top 10%</th>
<th>Very Good</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is in line with disciplinary norms</td>
<td></td>
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<tr>
<td>2. Is situated in a broader context and appropriately acknowledges the larger field of research (e.g., citations/references)</td>
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<tr>
<td>3. Details methodology and methods</td>
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<td>4. Reports results clearly</td>
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<td>5. Justifies analyses and conclusions</td>
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<td>6. Discusses implications</td>
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<td>7. Is presented appropriately for disciplinary norms (grammar, style, coherence, cohesion)</td>
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<tr>
<td>8. Complies with McGill’s guidelines for thesis preparation</td>
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</tbody>
</table>

2. Overall Recommendation: Select one.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Select ONE</th>
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</thead>
<tbody>
<tr>
<td>PASSED - The thesis is ready for final submission.</td>
<td></td>
</tr>
<tr>
<td>• Report must include any recommendations for minor revisions to the thesis (i.e., stylistic or editorial changes that can be completed in three weeks or less).</td>
<td></td>
</tr>
<tr>
<td>NOT PASSED – The thesis needs major revisions before resubmitting.</td>
<td></td>
</tr>
<tr>
<td>• At least one of the Criteria for the Evaluation of the Thesis must be judged as unsatisfactory if the thesis is NOT PASSED.</td>
<td></td>
</tr>
<tr>
<td>• Report must include a detailed description of the shortcomings that have informed your decision, including an itemized list of substantive issues you would expect the student to address in order for the thesis to be given a PASS.</td>
<td></td>
</tr>
<tr>
<td>• If this is the first NOT PASSED assessment, the student will have the option to revise and resubmit the thesis.</td>
<td></td>
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</tbody>
</table>

DATE: ______________ SIGNED: _____________________
DO and DO NOT during the evaluation process

DO NOT:

You or your supervisor should NOT communicate with the examiner until the examination process is complete, even if your examiner has not returned its evaluation report on time.

“Any contact with examiners by the supervisor, student or department after the nomination process constitutes a conflict of interest and the examination process will not go forward.”

DO:
How I get the examiner report?

The examiner sends its report to GPS.
GPS forward the examiner report to your supervisor (you are cc’ed on this email) with other information and the instructions for the final submission of your corrected thesis (e-thesis).

Good Day,
Please find attached the evaluation report and annotated thesis for your student.
Final supervisor approved e-thesis deadline is AUGUST 15th, 2017 (To be eligible for Graduation – Convocation FALL 2017)
If the student does not meet this deadline, the student must register and pay fees for the FALL 2017 term.
Registration information can be found here
Final e-thesis Instructions:
Student Instructions
Supervisors Instructions
Information concerning convocation can be found here
Copies of any certificates must be retained by the supervisor and student in accordance with McGill’s policies on research ethics. Supervisors indicate on the Nomination of Examiners and Thesis Submission Form that the thesis research has complied with all ethical standards.
No signed documents can be included within the final e-thesis.
Regards,
Sandra Gibson  |  Thesis Coordinator, Graduate & Postdoctoral Studies
McGill University  |  James Administration Building, Room 400  |  845 Sherbrooke Street West  |  Montréal, QC, H3A 0G4
Tel: 514 398-3783  |  Fax: 514-398-6283  |  sandra.gibson@mcgill.ca
What should I do with the examiner report?

You should make the proposed corrections/revisions in consultation with your supervisor.

Then, you have to verify how the corrections/revisions have changed your pagination and modify your table of contents accordingly.

You are now ready to proceed to the final submission of your corrected thesis (e-thesis).
Final e-thesis submission

You should first make a single PDF file of the final version of your thesis and transform it in a PDF/A format.

Instructions on creating PDF/A files are found at
http://kb.mcgill.ca/it/easylink/article.html?id=5136 (Mac Users and Latex)

When saving your file, do not use spaces in your file name. If necessary, use underscores instead (e.g. Damina_A_e-thesis.pdf). If you do have spaces in your final e-thesis file name, you will not be able to delete the final e-thesis from the file server if you need to do so.
Final e-thesis submission

The process is divided into two sections: Thesis Details and Thesis Upload.

In the Thesis Details section, you will be asked to provide information about your e-thesis as well as given instructions for entering your English and French abstracts.

In the Thesis Upload section, you will upload your e-thesis to the server for online supervisor approval.

Final e-thesis submission is done on Minerva using your official McGill e-mail address.

If you can’t login to the e-thesis submission form in Minerva, you should contact GPS.
Final e-thesis submission

• Log in to Minerva and select the e-Thesis Submission form.

• Click on the “Add Thesis File” button at the bottom of the page.

• Select the main language of your thesis from the drop down menu.

• Enter the plain text of your English abstract in the field of the same name. You can copy and paste your abstract from your original word processing document.

• Enter the plain text of your French abstract in the field of the same name. You can copy and paste your abstract from your original word processing document.

• Select the UMI code which best describes your thesis subject using the “Select” option. You will be given subsequent options to narrow down the subject. Once the UMI code appears, click on “Select this code”. The code will automatically be entered in the text field. You can change the code by repeating the process.

• You can save this information without uploading your e-thesis file by clicking on “Save Thesis Details”.
Final e-Thesis submission

• Click on the “Browse...” button to select your e-thesis file. Navigate to the folder and double-click on the file name. If you selected the wrong file, repeat the process to select the correct file.

• Click on the “Save Thesis Details and Upload Thesis” button to upload your e-thesis.

• Enter the number of pages in the body of your thesis, not including the front section (title page, abstracts, etc.) nor end section (bibliography, appendices, etc.) and click on "Save Page Count".

• Select the software you used to write your thesis from the dropdown menu. If you select “Other,” you can enter a maximum of 100 characters.
Final e-Thesis submission

At this point you can do 3 things:

• Submit your e-thesis for online approval by your supervisor by clicking on the "Submit Thesis for Approval" button. An e-mail will be automatically sent to your supervisor notifying that you have uploaded your e-thesis and that it's now ready for approval. 

  **Note:** after your e-thesis has been submitted for supervisor approval, you will no longer be able to delete your e-thesis or change the thesis details, but you will still be able to download a copy of your e-thesis. If you realize that you’ve made a mistake, your supervisor will have to reject the e-thesis so that you can delete the file and start over.

• Download a copy of the already uploaded e-thesis (in case, for example you want to verify that you have uploaded the correct version) by clicking on the "Download" button.

• Delete the e-thesis and start over by clicking on the "Delete Thesis" button. The Thesis Details will not be deleted. (If you need to make changes to the Thesis Details, follow the process from the beginning after you have deleted the e-thesis.)
When your e-thesis is submitted, an email from the e-thesis system is sent to all your supervisors.

“The e-thesis system has thesis for you to review

Your student, Andreea Damian, uploaded a thesis entitled "Role of the aryl hydrocarbon receptor in disease tolerance to «staphylococcus aureus»" for your approval on July 4, 2017 at 14:16.

If you have any questions, please contact GPSO at http://www.mcgill.ca/gps/contact/”

“Hi Sylvie,

I just wanted to notify you that I have just submitted my online e-thesis! I think you should of received an email indicating that your online approval is needed. Let me know if there are any issues.

All the best, Andreea ”
Final e-thesis submission

• If your supervisor rejects the e-thesis (requires that you make changes to your e-thesis) an automatic e-mail will be sent to you. You can view the comments by clicking on "View" under the "Comments" heading next to the supervisor's name.

  In order to make changes to your thesis:
  Print the Minerva page with the comments (the comments will disappear once you submit your e-thesis for online approval).
  Make the changes to your original document (e.g. Word, LaTex).
  Generate a new pdf file in PDF/A format.
  Delete the rejected e-thesis file.
  Upload the corrected e-thesis file.

• If your supervisor approves the e-thesis, an automatic e-mail will be sent to you. If you have a co-supervisor, he/she also needs to approve the thesis.

• GPS will then either approve or reject your thesis.

• If GPS rejects your e-thesis, you will receive an e-mail stating what changes need to be made.
You may submit your thesis at any time during the year.

However, for each of the 3 annual dates for conferring degrees, there are deadlines for initial submission, for final e-thesis submission and these impact on your tuition fees.

<table>
<thead>
<tr>
<th>Initial Submission</th>
<th>Final Submission</th>
<th>Additional Session</th>
<th>Thesis Evaluation</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 16 – Aug 15</td>
<td>Aug 16 – Dec 15</td>
<td>Summer</td>
<td>Fall</td>
<td>February</td>
</tr>
<tr>
<td>Aug 16 – Dec 15</td>
<td>Dec 16 – Apr 15</td>
<td>Fall</td>
<td>Winter</td>
<td>June</td>
</tr>
<tr>
<td>Dec 16 – Apr 15</td>
<td>Apr 16 – Aug 15</td>
<td>Winter</td>
<td>Summer</td>
<td>October</td>
</tr>
</tbody>
</table>

Initial and Final Submission in the same term

| Apr 16 – Aug 15    | Apr 16 – Aug 15      | Summer             | None              | October    |
| Aug 16 – Dec 15    | Aug 16 – Dec 15      | Fall               | None              | February   |
| Dec 16 – Apr 15    | Dec 16 – Apr 15      | Winter             | None              | June       |
See you at the convocation!
Thus, if the verdict of your examiner is “not passed” it is certainly NOT

You have the right to revise and resubmit a thesis.

Contact the GPC who will assist you with the resubmission process.