

## TIMING

Thesis submission takes place in two stages for both M.Sc. and PhD. students. Students first prepare and submit one or more hard copies of their thesis that will be sent out to pre-chosen examiners for a written evaluation. After a favourable evaluation a final corrected thesis copy is submitted electronically to the university. Ph.D. students must pass an oral defense prior to submitting their final copy.

## PROCEDURE

1) Submission dates

<http://www.mcgill.ca/gps/students/thesis/guidelines/thesis-submission#dead>

2) Selection of examiners by the department/supervisor.

The choice of any potential thesis examiners should be made in accordance with McGill's conflict of interest policy. Details are available at

<http://www.mcgill.ca/gps/students/thesis/guidelines/thesis-submission#conf>

M.Sc. students: One external examiner is to be secured by the student's supervisor. The examiner's qualifications are that he/she be a specialist in the field, have no conflict of interest and not be the supervisor or a member of the supervisory committee. He/she can be from any Faculty or department from within McGill or external to McGill. This person will be designated "Master's examiner." The supervisor will inform the student who their examiner is. This examiner will be asked to evaluate the thesis and send back a written report.

Ph.D. students: Two examiners (internal and external) must be secured **by the supervisor**. The "external examiner" must be a specialist in the field, have no conflict of interest (see the first link below for a conflict of interest checklist), and not have an academic appointment at McGill. The "internal examiner" must be sufficiently knowledgeable in the field to evaluate the thesis (although not necessarily working in the same field) and not be the supervisor or a member of the student's supervisory committee. He/she can be from any Faculty or department within McGill. These examiners will be asked to evaluate the thesis and send back a written report.

The supervisor will inform the student who their external examiner is. See links below for McGill procedures to be followed by the supervisor to secure an external examiner.

[http://www.mcgill.ca/gps/sites/mcgill.ca/gps/files/procedure\\_for\\_contacting\\_examiner.final\\_.pdf](http://www.mcgill.ca/gps/sites/mcgill.ca/gps/files/procedure_for_contacting_examiner.final_.pdf)

[http://www.mcgill.ca/gps/sites/mcgill.ca/gps/files/email\\_template\\_to\\_contact\\_external\\_examiner.final\\_.pdf](http://www.mcgill.ca/gps/sites/mcgill.ca/gps/files/email_template_to_contact_external_examiner.final_.pdf)

Additional members will be chosen for the Ph.D. student oral defense, which will be scheduled after passing grades are received by both examiners who were asked to provide a written report. The Thesis Office will inform both the supervisor and the graduate coordinator by email when the defense may take place. The graduate coordinator will then send a form to the supervisor, copied to the student, asking the supervisor to provide the names of six potential defense committee members who have not already been asked to examine the thesis. Two of these people will normally participate on the student's defense committee. Extra names are asked for to provide backup in scheduling the defense.

### 3) Submission of thesis and university/department submission forms.

Both M. Sc. and Ph.D. students submit their initial thesis electronically together with the completed "Nomination of Examiners and Thesis Submission Form" to the Thesis Office as well as to the Biology department coordinator. An electronic copy of the thesis should be given to your supervisor.

For the university instructions and forms that must accompany the thesis see the links below.

<http://www.mcgill.ca/gps/students/thesis>

### 4) Ph.D. oral defense

The defense will be set up by the Biology Department following notice from the Thesis Office of the earliest date the defense may take place. Supervisors and

student complete the Thesis Defense Committee: Member Nomination Form listing names of people who may be chosen to participate on the defense committee. The graduate coordinator will set up a date for the defense based on timing information provided by the student/supervisor and the proposed defense committee members.

#### 5) Graduation and departure

Degree awarding occurs three times a year: February, spring convocation, and fall convocation. The awarding of your degree will take place at the time of year following your final e-thesis submission. Students receiving their degrees in February will be invited to attend the spring convocation ceremony.

**Keys:** Students must return any department keys to Room W4/14, and claim their key deposit, before leaving.

**Email:** McGill email accounts can be converted to a lifetime email address after graduation.

PLEASE FILL OUT FORM ON NEXT PAGE

## BIOLOGY DEPARTMENT

At thesis submission time return this form to Ancil Gittens, either by fax (514-398-5069), scanned e-mail attachment to [ancil.gittens@mcgill.ca](mailto:ancil.gittens@mcgill.ca) in person or by mail to Ancil Gittens, Department of Biology, Stewart Biology Building, Room N7/18B, 1205 Avenue Dr. Penfield, Montreal, QC, H3A 1B1.

Name: \_\_\_\_\_

**EMPLOYMENT:** Please tell me what you are going to be doing now.

Ph.D. student, Department of \_\_\_\_\_

or

PDF, Department of \_\_\_\_\_

OR Position: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

City: \_\_\_\_\_

OR Other: \_\_\_\_\_

OR Not yet known: \_\_\_\_\_

(If you have checked this one, please keep in touch with me or your Supervisor and let us know as things develop.)

If you will not retain your McGill email address please fill in your new email address below

EMAIL \_\_\_\_\_

### FINAL DETAILS

- 1) I have entered my forwarding address and telephone number on Minerva: Yes \_\_\_ No \_\_\_
- 2) Keys have been returned to N8/13: Yes \_\_\_ No \_\_\_